

<b>Position:</b>	Custodian
<b>Reports to:</b>	Facilities Supervisor/Building Principal
<b>Employment Status:</b>	Regular/Full-time
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	Provide a clean and safe environment for students and staff. Perform general custodial duties, e.g., empty trash, vacuum carpet, sweep and mop. Assist head custodian in cleaning, maintaining and daily operation of school building.
<b>NOTE:</b>	The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Maintain accurate inventory of all custodial equipment, materials and supplies
- Request to the head custodian needed equipment, materials and supplies
- Perform seasonal duties such as salting and snow removal of entrance ways and sidewalks, litter removal, etc., as directed by the Facilities Supervisor/Principal
- Maintain a clean and safe boiler room
- Help with setup and cleanup for various school activities
- Sweep, vacuum, mop and wax floors
- Empty and clean waste receptacles, trash pails and pencil sharpeners in assigned areas
- Refill soap dispensers, paper towel dispensers and bathroom tissue in assigned areas in all restrooms/classrooms
- Remove cobwebs and clean windows in assigned areas
- Secure building as directed by supervisor
- Clean and maintain custodial equipment and materials
- Clean and sanitize restrooms
- Conduct periodic inspections of the building
- Complete paperwork as required by supervisor
- Promote good safety practices and procedures
- Make contacts with the public with tact and diplomacy
- Interact in a positive manner with staff, students and parents
- Flexibility in assignments
- Maintain a daily work routine as established by the Facilities Supervisor to adequately service the buildings, grounds, and personnel
- Check building to assure maximum security
- Tour building periodically and remain alert for dangerous, hazardous conditions, or items in need of maintenance
- Attend meetings and in-services as required
- Share responsibility for the proper cleanliness and upkeep of the facilities
- Respond to routine questions and requests in an appropriate manner
- Maintain respect at all times for confidential information
- Promote good public relations

**Other Duties and Responsibilities:**

- Establish and maintain effective working relationships with other employees and building occupants
- Perform other duties as assigned by the Facilities Supervisor/Building Principal

**Qualifications:**

- High school diploma or general education degree (GED)
- BCII report and pre-employment drug test
- One to two years related experience desired
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of appropriate safety procedures
- Knowledge in the proper care and storage of chemicals
- Ability to read and understand verbal and written instructions, written warnings and labels
- Knowledge of the care of materials, methods and practices essential to proper cleaning of a facility
- Knowledge of the care and proper use of sweepers, vacuum machines, mops, brushes, wax machines, cleaning fluids and other cleaning materials and equipment
- Ability to work independently
- Ability to maintain simple records and make reports
- Ability to use computer in order to access work order system and email

**Equipment Operated:**

- Vacuum cleaners, rotary and guided machines such as scrubbing and carpet cleaners
- Wet/dry mops and brooms
- Wet and dry vac
- Floor waxing machine
- Ladders and aerial lifts
- Floor scrubbers and buffers

**Additional Working Conditions:**

- Frequent exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly children
- Occasional requirement to work near moving mechanical parts
- Occasional requirement to work in high places
- Frequent exposure to fumes or airborne particles
- Occasional exposure to toxic or caustic chemicals
- Occasional exposure to outdoor weather conditions, e.g., requirement to work outdoors during all types of weather
- Occasional exposure to loud noises
- Occasional overtime work may be requested
- Frequent repetitive hand motion, e.g., waxing, mopping, sweeping
- Frequent requirement to sit, climb, stoop, kneel, crouch, hear, and see with color vision
- Occasional requirement to lift and carry various items up to a maximum of 65 pounds
- Occasional requirement to push and pull up to a maximum of 300 pounds (on wheels)
- Occasional operation of vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays
- Occasional climbing of ladders and stairs
- Frequent requirement to stand, walk, talk, read, speak, reach, and stretch with hands and arms
- Occasional requirement to walk in excess of 2-3 miles per day, e.g., cleaning, mopping, sweeping

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Approved by: Norton City Board of Education  
Adoption date: February 13, 2023