

Custodian

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the classification.

Nature of Work

This position requires varied and responsible manual work in the cleaning and care of public buildings. Assignments are given in the form of oral or written instruction by immediate supervisor, Principal of building, and/or Director of Building and Grounds.

The employee is responsible for the cleanliness, neatness and custodial care of a defined area. Although much of the work is of a repetitive nature, the employee shall exercise initiative in carrying out responsibilities in accordance with established practices under general supervision. Work shall be performed when buildings are occupied and/or unoccupied; therefore, the ability to adjust work routines to meet changing circumstances is required.

The employee's work is subject to review while in progress or upon completion for results obtained and for adherence to instructions.

Duties and Responsibilities:

- Opens buildings for use; unlocks doors, turns on lights; checks heat; checks for vandalism or damages; report maintenance of repair needs; closes building at night; locks and secures windows and doors; puts out all lights not required for safety.
- Sweeps walks; picks up litter, broken glass, cans, bottles, etc.; shovels snow from walk, entrances fire door and other doorways, spreads sand and rock salt. In certain situations, may volunteer to plow.
- Receives deliveries; puts away supplies; arranges furniture for various meetings; moves furniture and materials from room to room.
- Changes light bulbs.
- Sweeps, mops, waxes, and polishes floors; vacuums rugs; cleans spills, mops water when required.
- Cleans bathrooms and replenishes supplies.
- Unplug toilets and drains easily accessible by use of plunger or drain cleaner.
- Operates a variety of equipment such as scrubbers and polishers, vacuum cleaners, push brooms, mop, etc.
- Maintains records pertinent to work duties.

Performs:

- Limited minor repairs on building furniture and equipment that does not require specialized equipment or knowledge.
- Job-related errands.
- Paints walls, ceilings, etc.
- Assist in boarding up broken windows or doors.
- Cleans drinking fountains.
- Empties and washes wastebaskets.
- Washes walls, windows, blackboards, desks, chalk tray, tables and other furniture, light fixtures, lockers, as needed.
- Dust tables, desks and other furniture.
- Moves and arranges furniture and equipment as directed by supervisor.
- Collects and deposits trash.
- Empties pencil sharpeners.
- Collects recyclable bottles, cans, and paper and puts out for collection.
- Performs tasks related to grounds care when maintenance personnel are not available. As directed by the Director of Building and Grounds.
- Performs related duties as required.

Ability to:

- ◆ Maintain confidentiality.
- ◆ Understand and follow oral and written instructions.
- ◆ Understand current OSHA training.
- ◆ Carry and move light loads (usually 25-35 lbs, but may be higher) and climbs ladders.
- ◆ Perform repetitive manual tasks without close supervision.
- ◆ Acquire knowledge of cleaning materials, methods, equipment and procedures.
- ◆ Learn to operate custodian equipment safely and to exercise care in its use.

Minimum Education, Certification and Training / Experience

- ❖ Must be of good character.
- ❖ Must possess a high school diploma or general equivalency diploma (GED).