



JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS	B/G DATE
A	1	3		September 2014
JOB TITLE			CONTRACT REFERENCE	
Custodian			Custodians or Custodian Engineers	
TITLE OF IMMEDIATE SUPERVISOR			VERSION DATE	
Lead Custodian and Head Custodian or Buildings and Grounds Coordinator			May 2018	

JOB SUMMARY

Responsible for cleaning and maintaining the building facility and campus.

TASK NO.		FREQUENCY	BAND/GRADE
The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Under the direction of the Buildings and Grounds Coordinator, the Head Custodian or the Lead Custodian, the custodian is responsible for building housekeeping, removal of trash from the grounds, building security, and for general clean up after all building functions and for those groups renting the facilities.	40%	A1
2.	Cleans and maintains classrooms, offices, furniture, gymnasiums, cafeteria, kitchen, meeting rooms, daycare rooms, restrooms, locker rooms, swimming pool decks, and hallways on a daily basis. Works with the kitchen to help with trash removal and floor cleaning. Responds to calls from office during shift for custodial services.	40%	A1
3.	Responsible for floor finish stripping and application of fresh finish, carpet spotting and extraction, dusting of flat surfaces, window washing, vacuuming, wet and dry floor mopping, painting, minor building repair, light replacement, and grounds clean up.	5%	A1
4.	Sets up and takes down bleachers, special furniture and equipment for school activities, and other building and group functions.	3%	A1
5.	Performs sidewalk snow removal and outdoor grounds	3%	A1

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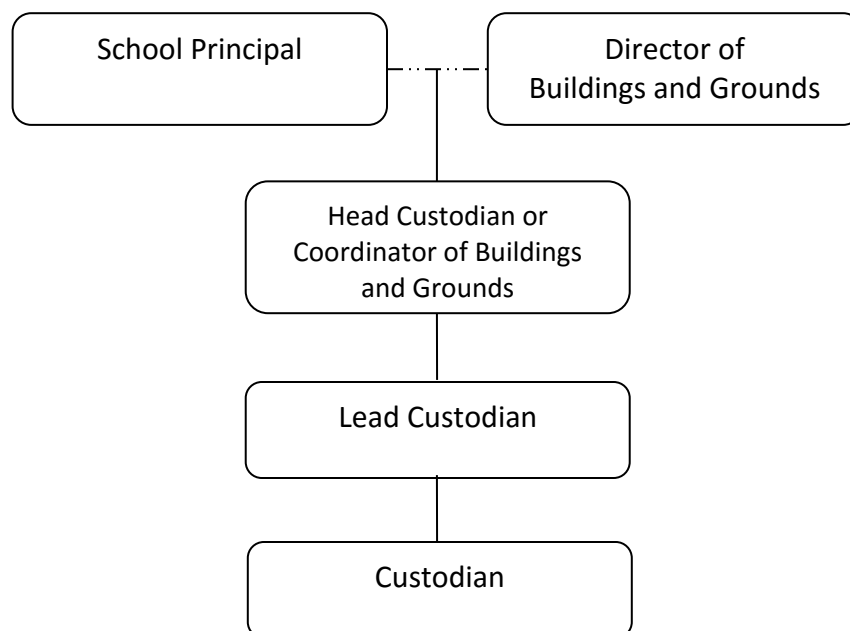
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	maintenance as needed in assigned areas.		
6.	Operates and maintains custodial equipment such as floor machines, carpet extractors, and vacuum cleaners, and outdoor equipment.	2%	A1
7.	Responsible for minor repairs of all building furniture and equipment on a daily basis.	2%	A1
8.	Informs Lead Custodian of areas of building and grounds that are in need of repair.	1%	A1
9.	Informs Lead Custodian of the depleted inventory of supplies needed for building housekeeping.	1%	A1
10.	Under the direction of the Head Custodian or Buildings and Grounds Coordinator, the Custodian is responsible for emergency repairs and alarm calls.	1%	A1
11.	Other duties as assigned.		

QUALIFICATIONS (Specific training or job experience required before appointment)

1. High school diploma.
2. Experience required with ability to build positive working relationships and communication skills with internal and external customers.
3. Ability to perform position responsibilities including physical factors, work devices, and materials handling of fifty pounds, and basic computer skills.

ORGANIZATIONAL RELATIONSHIPS

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SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move 50 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.