CUSTODIAN

**General Summary:**

The Custodian provides general custodial/maintenance services for the district and reports to the Maintenance Department Building Manager and Building Principal.

**Principal Duties and Responsibilities:**

1. Sweeps, mops, and scrubs floors and other surfaces.
2. Cleans, renovates, and renews floor surface finishes.
3. Cleans and dusts furniture, exhibit cases, fixtures, windows, doors, trim, and related furnishings.
4. Cleans chalkboards, chalk rails, and erasers.
5. Washes/cleans light fixtures.
6. Replaces light bulbs/tubes and assists with ballasts as necessary.
7. Moves furniture, supplies, and miscellaneous equipment.
8. Sweeps or shovels snow from steps, roofs, and walks at building entrances and salts icy steps and walks as necessary.
9. Collects, bags, and disposes of trash.
10. Locks/unlocks doors and windows to classrooms and offices.
11. Turns off unnecessary lighting.
12. Cleans and services lavatories, toilet rooms, and locker rooms.
13. Washes all interior and exterior glass including framed pictures, partitions, and doors.
14. Reports items that require repair.
15. Follows written work schedule.
16. Coordinates work with lead custodian and principal.
17. Assists with the operation of school heating plant and equipment.
18. Guards property against fire, theft, and illegal entry; maintain building security.
19. Works from ladders, scaffolding, or swing stages.
20. Maintains and operates all equipment necessary to perform assigned tasks.
21. Vacuums, spot cleans, and extracts carpet as necessary.
22. Performs all assigned duties in a manner in which contributes to the safety and well being of the staff and buildings.
23. Performs all custodial/maintenance duties assigned by supervisors.

**Knowledge, Skills and Abilities Required:**

1. High school diploma or GED required, college or trade school classes preferred.
2. Possess good habits, character and attendance records.
3. Be neat in appearance.
4. Be able to speak, read and write at a level of proficiency that permits satisfactory job performance.
5. Be capable and demonstrate the establishment and maintenance of harmonious effective relationships with staff, supervisors and co-workers.
6. Upon request, present a certificate signed by a licensed physician appointed by the school board verifying the physical ability to perform the job.
7. Possess experience in custodial and maintenance work to carry out the assigned duties preferred.
8. Must be able to lift 50 lbs.
9. Possess a willingness to learn new job skills.