

Union Public Schools Job Description

Position Title: Custodian
Department: Operations
Reports To: Lead Custodian / District Coordinator of Custodial Services

FLSA Designation: Non-exempt

SUMMARY: To keep the District's buildings in such a state of operating excellence that they present no problems or interruptions to the education program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Aids in maintaining buildings and other structures (inside and outside).
- Assists in maintaining seasonal grounds work (snow, lawn).
- Cleans and preserves designated spaces, equipment, etc. in the building.
- Restocks disposable items and provides head custodian with inventory usage and data.
- Assists visitors utilizing the facilities with directions within building and in obtaining and setting up needed equipment.
- Maintains building and grounds security in the building each school day.
- Performs task that require to push/ pull items such as, but not limited to, tables, bleachers, scrubbing and buffing machines up to 90 pounds.
- Performs daily cleaning duties such as vacuuming (Vacuum weighs 20 pounds) and mopping floors daily (mop bucket weighs 8.34 pounds) up to 50 pounds.
- Lifts heavy furniture when necessary (desk, chairs, cafeteria tables) up to 90 pounds.
- Works well with supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.
- Uses computer for required duties such as checking and responding to emails, Kronos timekeeping system and Safe Schools Safety Training.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED)/Preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents including safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports

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Created 1/2004
Revised 2/2008
Revised 1/2016
Revised 2/2018

and correspondence. Ability to speak effectively before small groups of employees or organizations.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *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 employee is frequently required to stand, walk; use hands and finger to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move items weighing up to 90 pounds such as furniture. The employee will frequently push/ pull items such as, but not limited to, tables, bleachers, scrubbing and buffing machines. **Duties may include outside work.** Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing 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 employee regularly works indoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.