Custodian

Purpose Statement
The job of Custodian is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities, building, district and community events.

This job reports to the Custodian Supervisor

Essential Functions
- Arranges furniture and equipment for the purpose of providing adequate set-up for special events and meetings.

- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.

- Cleans and properly disposes of mercury containing lamps for the purpose of following EPA recommendations and ensuring the safety of students and staff.

- Cleans space following games, performances, and other special events (e.g. stadium, field, theater, gym, etc.) for the purpose of maintaining a sanitary, clean and attractive environment.

- Cleans assigned classrooms, offices, gym, cafeteria, hallways, staircases, restrooms, etc. (e.g. vacuums; mops; sweeps; dusts; wipes down surfaces; empties pencil sharpeners, trash, and recycling, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.

- Interacts with students consistently for the purpose of guiding and serving students.

- Performs summer maintenance (e.g. strip/wax floors, moves furniture, washes walls, windows, floor boards and furniture, etc.) for the purpose of completing summer deep cleaning or during construction projects.

- Performs minor maintenance in assigned building and on custodial equipment (e.g. replaces ceiling tiles, light bulbs, and air filters; changes vacuum bags, etc.) for the purpose of ensuring proper functioning and usability of items.

- Performs snow and ice removal (e.g. shovels sidewalks and steps, applies ice melt, etc.) for the purpose of ensuring safe access to the assigned building.

- Picks-up trash from the building grounds, including parking lots, during the regular litter patrol, or as needed, for the purpose of maintaining a sanitary, safe and attractive environment.

- Replenishes classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.

- Reports major repair needs promptly to the Custodian Supervisor for the purpose of preventing injuries and ensuring the safety of students and staff.
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; lifting 55 lbs.; climbing ladders up to 8'; and working outside of normal working hours including weekends and holidays, as needed.

Responsibility
Responsibilities include: working with immediate supervision; providing information and/or advising others; There is a continual opportunity to have some impact on the organization’s services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, 25% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Equivalency:  

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The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.