

EAST BUCHANAN COMMUNITY SCHOOL DISTRICT

Job Title: CUSTODIAN

Reports to: Maintenance Director

Status: Full Time Part Time
 Hourly (FLSA status=Non-Exempt) Salary (FLSA status = Exempt)

Basic Function: To perform all duties to help maintain district facilities at high standards for upkeep and cleanliness.

Essential Functions: Performance of these functions is the reason the job exists. They are essential for one or more of the following reasons:

- A. The number of employees available to perform the function is limited.
 - B. The function requires specialized skills.
 - C. The function occupies a large percentage of time.
 - D. Failure to perform the function may have serious consequences.
1. Be in the assigned building at all times except when custodial responsibilities require assistance in other areas. Notify the office when it is necessary to be out of the building.
 2. Assume responsibilities for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
 3. Scrub and disinfect floors, fixtures in the restrooms daily. Check restrooms throughout the day. Replace soap and paper supplies. Clean the water fountain daily.
 4. Sweep classrooms daily.
 5. Vacuum carpeted areas every day, more if needed.
 6. Dust flat counter surfaces, bookcases, window ledges, telephones and table as needed; objects do not need to be removed before dusting.
 7. Clean hallways each day and as conditions require.
 8. Keep all floors in a clean and attractive condition and in good state of preservation.
 9. Clean all chalkboards at least once a week.
 10. Clean entry mats daily.
 11. Remove graffiti immediately.
 12. Sweep gym floors before school begins each day and before events if you are assigned a building which houses a gym.
 13. Follow district procedures for clean-up of vomit and other body fluids.
 14. Conduct an on-going program of general maintenance. (i.e. replacing ceiling tile, tightening screws in desks, chairs and door closures, replacing light bulbs, doing minor plumbing repairs and cleaning filters and checking motors in the unit ventilators.)
 15. Report major repairs promptly to the district maintenance supervisor.
 16. Check the building heating system at least twice a day to ensure that it is working properly, when in use. Report problems to the district maintenance director promptly.
 17. Move furniture or equipment as requested for various activities as directed by the principal.
 18. Wash windows on both the inside and outside at least once each year and more frequently if necessary.
 19. Keep building premises, including sidewalks and play areas clean at all times.
 20. Shovel, plow and/or put ice melt on walks and steps as appropriate.

21. Check for safety hazards and report them to the district maintenance director.
22. Help unload commodities.
23. Cooperate with all district personnel.
24. Participate in professional meetings.
25. Follow all district policies, including those relating to a drug-free school.
26. Contribute to an effective and efficient school district.
27. Be prepared for any surprises and be able to cope.
28. Pick up mail at the post office and night deposits at the bank daily.
29. Clean the gym locker rooms and coaches' office daily, making sure that the stools, showers, sinks and drinking fountains are thoroughly cleaned and disinfected. Keep all dispensers filled. Clean the benches, walls, door frames, and mirrors as needed. Keep the floors clear of clutter, swept and mopped. Keep the towel and waste baskets empty. Check periodically throughout the day.
30. Keep commons area clean throughout the day, mopping as needed. After lunch has been served, clean and mop the serving and trash dumping area as soon as possible.
31. Clean the main gym daily - pick up all trash, wet mop as needed, dust mop floor using a properly treated dust mop. Remove spots from drinking fountains - clean and disinfect thoroughly. Clean all walls, mats, and doors as needed. Set up gym and make necessary arrangements needed for all activities.
32. Take out garbage in administration area and clean faculty restroom.
33. During the course of the day, dust lockers, trophy cases, door and window ledges and wash windows, mirrors, walls and door frames
34. Clean and maintain the stage daily or as needed.
35. Assist the high school/middle school office and elementary office as needed.
36. Clean and disinfect track/football restrooms as needed during the seasons in which they are used.
37. Keep busy throughout work shift using time wisely and completing tasks in a timely fashion.
38. During summer break, perform the work necessary to prepare the building for the next school year sharing the responsibility of supervising summer help and showing by example how the work is to be done.
39. Demonstrate organization and professionalism in fulfilling the responsibilities of the job.
40. Greet all students, faculty, staff, and visitors courteously.
41. Maintain a positive rapport with students, staff, parents and the community.
42. Cooperate with and work in a courteous manner with co-workers and other personnel.
43. Dress appropriately for the position and work required.
44. Demonstrate a positive attitude toward school, students and job and communicate the same to the community.
45. Accept constructive criticism and suggestions and seek to improve each performance responsibility.
46. Maintain confidentiality in the school operation.
47. Adhere to applicable state and federal laws, rules and regulations, board policies and administrative rules.
48. Maintain the facility in a condition of excellent cleanliness. Cleaning duties may include but are not necessarily limited to: sweeping, dusting, mopping/scrubbing, vacuuming, washing windows, cleaning "chalkboards", cleaning furniture, laundry, waxing floors and disposing of trash.
49. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
50. Maintain on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
51. Remain on the school premises during school hours, and during non-school hours when the use of the building has been authorized and extended work hours have been approved.
52. Keep an inventory of supplies, equipment, and fuel on hand. Notify district maintenance director far enough in advance so that they may be delivered in such time as will not hinder the custodian's work.
53. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.

54. Conduct periodic inspections and tests of all electrical installations in the school to ensure their safe condition.

Specifications/Qualifications: Previous experience in custodial duties.

Physical Requirements:

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 prolonged standing; prolonged walking; use hands and fingers to handle and/or feel objects, tools, or controls; talk and hear. The employee frequently must squat, stoop or kneel, reach above the head and forward 0 – 24 inches and on occasion up to 36 inches. The employee continuously uses hand strength to grasp items. 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 0 - 12 feet and occasionally up to 20 feet, such as desks, chairs, and boxes. The employee will sometimes push/pull items such as tables and carts. Specific vision abilities required by this job include close vision, color vision and the ability to adjust.

Working Conditions:

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.

The noise level in the work environment is usually quiet. The position requires the commitment of working hours that may vary. The employee will frequently work in different areas of the building. The employee will usually work in indoor temperatures that could be quite high in the summer months.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

The employee in this position is considered an “at-will” employee. Either the school district or the employee can terminate the employment relationship at will, with or without cause, so long as there is no violation of applicable federal or state law. The school district can define the number of days notice required of a terminating employee.

A signed copy of this job description should be placed in the employee’s personnel file.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____