

Orleans Southwest Supervisory Union Job Description

Job Title: Custodian

Reports To: Principal or designee

Position Status: Full Time/ Part Time

FLSA: Non-Exempt

POSITION OBJECTIVES: To clean and perform routine housekeeping and maintenance of District buildings to provide a safe learning environment for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Clean floors: vacuum, sweep, dust mop, wash, strip, wax, and buff.
- Wash and clean windows, walls, chalkboards, trash cans, water fountains, and sinks.
- Dust furniture, fixtures, woodwork.
- Install and maintain bulletin boards and displays, and repair boards, artwork, frames, and displays.
- Provide setup and breakdown of cafeteria, gymnasium, auditorium, or other spaces for special events.
- Empty trash receptacles and pick up litter in and around buildings.
- Unload materials from delivery trucks.
- Provide routine grass trimming and leaf raking near building entrances.
- Clean and stock bathrooms, change and clean shower curtains.
- Repair/replace ceiling tiles.
- Clean windows; clean and repair window coverings.
- Repair plumbing fixtures.
- Replace light bulbs and change clocks.
- Move furniture.
- Do routine maintenance of electrical, heating and ventilating vents and fixtures (i.e. changing filters and the like), locks (i.e. oiling) and lockers.
- Open building at designated time; raise flag (first shift only).
- Remove snow from immediate walks and exits.
- Monitor building and grounds to ensure standards for cleanliness and safety are maintained.
- Troubleshoot maintenance problems. Handle minor repairs directly.
- Refer carpentry, plumbing, electrical, and mechanical repairs to maintenance staff as indicated.
- Provide coverage for custodial absences as requested.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities. Reports known safety hazards in the school to supervisor.
- Available to support students and staff during evacuation drills and emergencies.
- Participate as a member of the school safety team as requested: Activate alarm during drills; help inspect the building to ensure everyone has evacuated and alerts principal of such; perform school safety inspections as part of a team; attend informational meetings.

SUPERVISION RECEIVED:

Reports to and receives administrative supervision from the School Principal or designee. Receives daily work assignments from the administration.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. High school degree, or equivalent, plus 1 to 2 years of relevant experience preferred, or a combination of education and experience from which comparable knowledge and skills are acquired. Commercial cleaning experience preferred. Experience waxing and stripping floors, and using a scrubber, floor buffer, commercial vacuum and other floor machines also preferred.
- Knowledge and skill related to routine housekeeping and maintenance work required.
- Reliable transportation to work.
- Language Skills. Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- Math Skills. Good basic mathematical skills including ability to perform operations using units of weight measurement, volume and distance.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty and staff, administrators, parents, and other school visitors. Ability to work cooperatively, collaboratively and effectively with peers, supervisors, and school administrators.
- Ability to effectively resolve conflicts.

WORKING CONDITIONS: While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles (including dirt and dust). The employee is frequently exposed to toxic or caustic chemicals; and vibration. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; risk of electrical shock. The noise level in the work environment is usually moderate.

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. While performing the duties of this job, the employee is regularly required to move around the building, go up and down stairs, to operate foot and hand controls, to use a telephone and to write. The employee frequently reaches with hands and arms, with some bending and twisting to; climb steps; stoop, kneel or crouch. The employee must frequently lift and/or move up to thirty (30) pounds and occasionally lift and/or move up to fifty (50) pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus..

Definitions - Physical Demands

Sitting: remaining in a seated position

Standing: remaining on one's feet in an upright position at a workstation without moving about

Walking: Moving about on foot

Seeing: Perceiving with the eye

Hearing: Perceiving or listening to sound by ear

Talking: Articulating, speaking or discussing using spoken words

Dexterity: Skill in the use of hands and fingers

Lifting: Raising or lowering an object from one level to another (includes upward pulling)

Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder

Bending/Stooping: Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Pushing: Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

Pulling: Exerting force upon an object so that the object moves toward the force (includes jerking).

Twisting: Rotating; moving to face in alternate direction.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

Crouching: Bending the body downward and forward by bending the legs and spine.

Kneeling: Bending the legs at the knees to come to rest on the knee or knees.

Crawling: Moving about on the hands and knees or ha

Reaching: Extending the hands and arms in any direction

Handling: Seizing, holding, grasping, turning, or working with hands

This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.