

Custodian

**Job Title:** Custodian, Janitor  
**Department:** Facilities  
**Reports to:** Superintendent, Principal

**Summary**

The custodial staff is responsible for maintaining a clean, sanitized and attractive learning environment.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

**Essential Duties and Responsibilities**

An individual who holds this position is required to  
Clean all indoor facilities including floors, walls, windows and surfaces in all rooms and hallways  
Use cleaning materials and techniques as directed  
Assist with implementation of the district's pest management program  
Assist with seasonal grounds work such as snow, ice and leaf removal and lawn care  
Restock disposable items such as soap and paper towels  
Other duties as assigned

**Supervisory Duties**

None

**Qualifications**

**Education**

High school diploma or equivalent

**Certificates, Licenses, Registrations**

None

**Skills and Abilities**

**Language**

An individual who holds this position must have the ability to:  
Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals in English  
Write routine reports and memos  
Respond to requests from staff members

**Computation**

Ability to add, subtract multiply and divide using units of American money, weight, volume and distance.

**Reasoning**

An individual who holds this position must have the ability to:  
Solve practical problems

## Custodian

Interpret instructions given orally, or in writing by diagram or form

### **Technology**

Minimal use of technology is required including data entry into inventory records

*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 essential functions.*

### **Physical Demands**

While performing these duties, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear.

The employee is frequently required to reach, climb, bend, squat, stoop and kneel

The employee continuously uses hand strength to grasp and use tools and climb ladders.

The employee must frequently lift or move up to 50 pounds. Occasionally the employee will lift or move up to 90 pounds. The employees will frequently push or pull items such as desks, tables, bleachers and scrubbing machines.

Specific vision requirements include close and peripheral vision and depth perception

### **Attendance**

Consistent and regular attendance is an essential function of this position

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The noise level of the work environment is usually moderate but can occasionally be loud.