

JOB DESCRIPTION – BULDING CUSTODIAN

- Qualifications: Must be capable of doing manual labor, including lifting of 50 pounds regularly and as much as 100 pounds, walking, and climbing; possess basic maintenance skills, and have a valid driver's license; and have the personality to work cooperatively with fellow employees and the general public maintaining a friendly, accommodating demeanor, and the self-motivation to accomplish the assigned and implied requirements of the position.
- Basic Function: Maintain buildings and grounds in a safe and healthy environment.
- Reports To: Head Custodian
- Job Goal: Assist in cleaning and maintaining buildings.
- Work Schedule: Regular full-time Level 1 custodian position with hours determined position

Responsibilities:

1. Cleaning
 - a. Follow cleaning schedule established by supervisor.
 - b. Check outside of building for debris daily.
 - c. Report to head custodian any unsafe, unhealthy, or unusual situations.
2. Supplies
 - a. Obtain supplies and equipment from head custodian.
 - b. Keep only supplies needed for immediate use in the building.
 - c. Use supplies efficiently.
 - d. Load, unload, and lift supplies and materials.
3. Building Security
 - a. Lock all outside doors when last to leave a building.
 - b. Use only legal methods of preventing entrance.
4. Energy Conservation
 - a. Ensure that all lights not in use are out especially after school hours.
 - b. Report any heating system malfunction to supervisor as soon as possible.
5. Maintenance
 - a. Perform routine maintenance.
 - b. Report all other maintenance problems to supervisor.

6. Employee and Student Relations
 - a. React cooperatively and in a friendly manner to employee requests.
 - b. Report to the building principal student misbehavior.
 - c. Take immediate action against students only to prevent harm to persons or property.

7. Working Hours
 - a. Notify supervisor whenever leaving building or grounds.
 - b. Follow work schedule established by supervisor.

8. Other Responsibilities
 - a. Promote a positive image of the District at all times.
 - b. Assist with snow plowing, shoveling, and salting.
 - c. Perform non-routine duties at the direction of the supervisor and/or building principal.

Approved: June 20, 1994

Revised: November 3, 2008