

SECTION I: GENERAL INFORMATION

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| Classification Title: Custodian | Department: Maintenance | Unit: Custodians |
| Immediate Supervisor: Maintenance Supervisor | Grade Placement: | FLSA Status: Non-exempt |

Job Summary:

Under the direction of the Maintenance Supervisor and the guidance of the Head Custodian, the Custodian is responsible for performing general cleaning within assigned areas, hallways, restrooms, gyms, locker rooms, cafeterias, and school areas in accordance with cleaning schedules and work assignments in providing a safe, clean learning environment for students, staff, and faculty.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Cleans and sanitizes assigned bathrooms. Representative tasks might include:
 - Scrubs and sanitizes sinks, countertops, door handles, faucets, toilet flush handles, soap, and paper dispenser handles.
 - Cleans, polishes and rinses chrome fixtures.
 - Cleans and sanitizes toilet stools and urinals and makes sure they are operating properly.
 - Cleans mirrors and window ledges.
 - Scrubs and sanitizes restroom floors.
 - Refills paper goods & soap dispensers.
 - Removes trash.

2. Provides cleaning services for classrooms, offices, cafeteria, kitchens, hallways, locker rooms, gymnasium, and all areas required in school building. Cleans assigned areas within the building in accordance with cleaning schedule.
 - Sweeps, vacuums or mops floors and hallways daily. Cleans hallways, entryways, gyms, locker rooms, classrooms or cafeteria.
 - Dust mops or wet mops rooms and floors and classrooms, as necessary.
 - Empties waste baskets and recycle baskets.
 - Cleans glass and countertops.
 - Sanitizes countertops, sinks, chairs, and desks.
 - Cleans glass windows on doors.
 - Cleans gymnasium(s).
 - Vacuums carpets in carpeted areas.
 - Cleans and disinfects spills and stains as required.
 - Cleans, sweeps and scrubs hallways. Dusts locker tops.
 - Strips, mops, waxes, buffs and cleans floors.
 - Cleans locker rooms. Sweeps floors, sanitizes floors and shower areas.
 - Mops, scrubs, sanitizes and cleans kitchen areas.

3. Provides assistance in unloading deliveries and/or food items to the building and in moving desks, furniture, and equipment within the building, as assigned.

4. Performs extensive cleaning of all building classrooms, offices, hallways, gyms, etc. from floors, walls, windows and ceilings throughout the building. Performs such representative activities as:
 - Strips and waxes floors.
 - Shampoos all carpets.
 - Cleans walls and ceilings.
 - Paints walls.
 - Fixes and repairs lockers, doors, and shelves.
5. Performs other duties of a comparable level or type, as required.
 - Attends training sessions and safety sessions, as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

| REQUIRED EDUCATION/TRAINING (choose one) | | DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) | | |
|---|-------------------------------|---|--|-----------------|
| | less than high school diploma | Major field of study or degree emphasis: | | |
| x | High school diploma or GED. | | | |
| | 1 year college | | | 2 years college |
| | 3 years college | | | 4 years college |
| | 1st year graduate level | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of modern cleaning methods including basic methods of cleaning and preserving floors, black/white boards, carpets furniture, walls and fixtures. • Knowledge of the use and operations of cleaning equipment, tools, materials and supplies used in custodial work. • Knowledge of applicable custodial operations. • Knowledge of all safety precautions and risk management procedures and proper lifting mechanics. • Knowledge of the application, use and proper storage of all chemicals used in the performance of the job. • Knowledge of floor and carpet care. | | |
| | 2nd year graduate level | | | |

Required Work Experience in Addition to Formal Education/Training:
No prior experience required.

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| LICENSE/ CERTIFICATION | Identify licenses/certification required: Special Boiler's License |
| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | Skilled in: <ul style="list-style-type: none"> • Following assigned cleaning schedules and assignments in accordance with department standards and requirements. • Using tools, cleaning chemicals, and operating cleaning equipment. • Reading, understanding, and following safety procedures and written instructions. • Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment. • Performing basic and general repair and maintenance activities. • Using tools, chemicals and cleaning equipment. • Reading, understanding, and following safety procedures and written instructions. |

- Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

| Physical Activities | Amount of Time Spent | | | | Amount of Time Spent | | | | |
|-------------------------------------|----------------------|----------|------------|----------|--------------------------|------|----------|------------|----------|
| | None | 1/3 Less | 1/3 to 2/3 | Over 2/3 | Lifting/Forcing Exerting | None | 1/3 Less | 1/3 to 2/3 | Over 2/3 |
| Stand | | | x | | Up to 10 lbs | | | | x |
| Walk | | | x | | Up to 25 lbs | | | x | |
| Sit | x | | | | Up to 50 lbs | | | x | |
| Use hands to finger, handle or feel | | x | | | Up to 100 lbs | x | | | |
| Reach with hands and arms | | | | x | Over 100 lbs. | x | | | |
| Climb or balance | | x | | | | | | | |
| Stoop, kneel, crouch or crawl | | x | | | | | | | |
| Talk or hear | | | | x | | | | | |
| Taste or smell | x | | | | | | | | |

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force frequently and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption.

The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures.

SECTION IV: DISTRICT MISSION AND CORE VALUES

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| OUR MISSION | <i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i> |
| CORE VALUES | <p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential. |
| MISSION OUTCOMES | <p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity. |
| STRATEGIES | <p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes. |
| STRATEGIC DELIMITERS | <p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas. |

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head’s Signature **Date**

Classification History:
Created classification description 6/2016 BCC

