

| | | | |
|-------------------|--|--------------------|----------------------------|
| Job Title: | DAYTIME CUSTODIAN/ MAINTENANCE | Reports to: | FACILITIES DIRECTOR |
| FLSA status: | Non-Exempt | Supervisor duties: | none |
| Classification: | Classified | Approved on: | 10/13/2020 |
| Position Summary: | This position provides students, faculty and community with a safe, attractive, comfortable and clean place in which to learn and teach. | | |

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for the general cleaning and maintenance of the school building
- Cleans rooms, hallways, windows, sinks, floors, bathrooms, entrance areas, walkways, doors, entry glass, water fountains and locker doors etc.
- Participates in necessary maintenance tasks (painting, general repairs, plumbing etc.). Reports maintenance, heating and cooling problems to supervisor.
- Ensures the buildings and gates are open at appropriate times (including two hour snow delays) and secures windows, interior doors.
- Performs lock-up procedures and security checks to provide a safe and secure school area during normal school day hours
- Assists in maintaining the school grounds and custodial equipment.
- Replaces lights in halls and/or rooms.
- Cleans dining area of lunchroom and assist in lunchroom control.
- Assists in snow removal.
- Performs emergency repairs or cleaning services as necessary.
- Changes locker combinations during school year (secondary schools only).
- Assists with seating arrangements and set-up for extra-curricular activities and for cleanup of activities during school hour or on weekend, holidays etc.
- Moves and replaces chairs, desks and tables as needed.
- Picks up litter in the building and on the campus.
- Returns to work for emergency or fire calls after hours.
- Carry cell phone/portable radio to maintain work place communications
- Corresponds with Facilities Director for support, updates and duties.
- Raises and lowers the American flag and brings in crosswalk signs daily.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Strong organizational and interpersonal skills dealing with a diverse range of people.
- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent, preferred
- Good physical condition and neat appearance
- Demonstrated aptitude for successful completion of tasks assigned
- Literacy in the English language and able to communicate verbally.

Computer Proficiency: Google Suite

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 the 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 required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, walk and operate foot controls simultaneously. The employee would be required to lift up to 50 pounds safely.

WORK ENVIRONMENT:

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.