

Job Description, Building Custodians

AR-4240.3

Building custodians will be assigned by the head custodian after consulting with the superintendent of schools. His or her duties shall include, but not be limited to, the following:

- I. Cleaning rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, and other areas, as assigned.
- II. Sweeping, scrubbing, waxing, and polishing floors, using brooms, mop, and proper cleaning appliances.
- III. Vacuuming rugs, carpets, and upholstered furniture.
- IV. Washing walls, woodwork, and windows as necessary.
- V. Emptying trash into large central receptacle. Transporting trash to disposal area.
- VI. Replenishing bathroom supplies as needed from storage inventory.
- VII. Performing minor repair work of school property and equipment.
- VIII. Safe caring and storing of all equipment and materials related to the job assignment.
- IX. Litter control of grounds and limited snow removal.
- X. Maintaining a cooperative working relationship with all personnel, students, and patrons.
- XI. Responding to needs of building administrator and teaching staff.
- XII. Performing other tasks and duties as assigned.
- XIII. Monitoring the heating and cooling equipment to maintain desirable temperatures within the classrooms and work areas.
- XIV. Shovel, plow, and sand walks, driveways, parking areas, and steps, as appropriate.
- XV. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.

AR-4240.3, Con't.

- XVI. Performs such yard keeping chores as grass cutting and tree trimming as necessary, to maintain the school grounds in a safe and attractive condition.
- XVII. Reports major repairs needed promptly to the head custodian.
- XVIII. Reports immediately to the principal any damage to school property.
- XIX. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
- XX. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian's work.
- XXI. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
- XXII. Minimum physical requirements for the position:

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing			X	
Walking			X	
Sitting	X			
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing	X			
Driving	X			
Lifting 75# Max.		X		
Carrying				

AR-4240.3, Con't.

50 ft.		X		
Manual Dexterity Tasks ¹			X	

¹ Operate various manual tools and electrical appliances (vacuum cleaner, buffers, mowers, tractors, hand tools, etc.). Knowledge of minor repair of equipment necessary.

XV. Minimum educational requirements and experience.

- A. High School Education. Preference will be given to individuals with previous custodial experience.
- B. Ability to work with minimal supervision. Must be able to follow instructions.

XVI. This position requires the individual to work in extreme climatic or temperature conditions. Frequent work outside during inclement weather.

XVII. This position will require the individual to attend some evening activities, both in the building and at athletic events. Some overtime hours may be necessary.

XVIII. May be exposed to such hazards as solvents, dust, hot surfaces, water pressure, steam, drafts, and infectious diseases. Requires operating power equipment.

During summer months assignments may be adjusted by the head custodian.

Reports to: Head Custodian
 Supervises: N/A
 Evaluation: The superintendent evaluates this position with assistance from the head custodian.

Terms of Employment: This is an at will employment position.