

**JOHNSTONVILLE ELEMENTARY SCHOOL DISTRICT**

**CLASS TITLE:** Custodian

**BASIC FUNCTION:**

Under the direction of the Superintendent/Principal, perform custodial and maintenance work in the cleaning, sanitizing, and maintenance of school buildings, equipment, and facilities, sets up equipment for special events, moves school equipment as needed and directed, and assists school personnel with work requests.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Cleans and sanitizes assigned areas of the building
- Assists with general cleanup of the school
- Does emergency cleaning as needed (e.g. blood, vomit, burst water pipes)
- Inspects, maintains, and may make minor repairs on the heating and cooling systems, boilers, and electrical, mechanical, and sound equipment
- Changes air filters as needed
- Maintains and may repair custodial equipment
- Maintains and may repair school fixtures and furniture
- Assembles furniture
- Sets up equipment for special school events or programs and cleans up afterwards
- Works with the public on community functions held at the school--setting up equipment, assisting with crowd control, cleanup, etc.
- Checks emergency lights and fire extinguishers
- Stocks supply shelves and distributes supplies (books, paper, etc.) throughout the school
- Checks incoming shipments and signs for supplies
- Assists school personnel with work requests and errands
- May assist with building scheduling, inventory, or other paperwork
- May be requested to assist district maintenance workers with repairs
- May be required to assist in maintaining inventory of school supplies
- Assists in maintaining order

**OTHER DUTIES:**

- Perform other related duties as assigned
- Follow and maintain knowledge of District policies and procedures

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Modern cleaning and sanitation methods and the preferred procedures for cleaning, sanitizing, and preserving floors, walls, rooms, and fixtures

**Custodian**

- Cleaning and sanitation materials, disinfectants, and equipment used in custodial work
- Common tools and their uses
- Safe work methods
- Knowledge of emergency procedures
- Maintenance and knowledge of SDS/MSDS portfolios and information
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Basic record-keeping techniques

**ABILITY TO:**

- Use or repair small and medium equipment and machinery
- Use small office equipment and computers
- Read, write, perform basic mathematical calculations
- Maintain school supplies and inventory
- Utilize interpersonal skills using tact, patience, and courtesy
- Adapt to changing work priorities
- Maintaining confidentiality
- Monitor, observe, and report student behavior and progress according to approved policies and procedures
- Understand, and relate to, children with special needs
- Communicate effectively both orally and in writing
- Understand and follow oral and written instructions
- Establish and maintain cooperative and effective working relationships with others
- Observe, and redirect if necessary, student behavior in the lunchroom, halls, restrooms, playgrounds, or other areas
- Maintain consistent, punctual, and regular attendance
- Self-plan, schedule, and organize work (e.g. a self-starter)
- Exercises independent judgment in the selection of work methods and procedures used in general custodial practices and projects
- Ability is also required to work with a diversity of individuals and/or groups
- Receive and undertake directions given by supervisor

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

- Graduation from high school or equivalent
- Experience working with children in an educational or child care setting or
- Any combination of training and experience that could likely provide the desired knowledge and abilities

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Indoor and outdoor environment
- Seasonal heat and cold or adverse weather conditions

### **PHYSICAL DEMANDS:**

- Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crouching, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling, or crouching to assist students
- Hearing and speaking to exchange information
- Reaching overhead, above the shoulders, and horizontally