

STARK COUNTY CUSD #100
Job Description

Job Title: **BUILDING CUSTODIAN**

Reports To: Maintenance Director/Administrator

Evaluated By: Maintenance Director/Administrator

WORK YEAR: 260 DAYS

WORK DAY: 8 HOURS

JOB GOAL: To provide the students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop. To perform routine cleaning and maintenance work inside and outside the school buildings according to schedule or directions provided by Maintenance Director/Administrator.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. High School Diploma or equivalent preferred
2. 18 years of age or older
3. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, and teachers
4. Ability to understand and follow oral and written instructions
5. Ability to make minor repairs and operate all equipment
6. Ability to use cleaning materials and equipment with skill, efficiency, and safety
7. Knowledge of cleansing methods and the use, care and safety of cleaning materials and equipment
8. Knowledge of requirements for maintaining school buildings in a safe, clean and orderly condition
9. Knowledge of the operation of a heating plant and equipment
10. Familiarity with handling and disposal of hazardous materials
11. Perform physical requirements which may include:
 - A. Requires moderate to extensive degree of physical stamina and frequent lifting up to 50 lbs. or more.
 - B. Ability to lift and move furniture, desks, shelving, staging and cleaning supplies
 - C. Ability to operate buffers, scrubbers, vacuum cleaners, lawn mowers and other equipment
 - D. Requires ability to climb ladders, stretching and bending to perform cleaning, repairs, painting, and cleaning of roofs, gutters and drains
 - E. Ability to walk to various locations within the school building and the grounds
 - F. Ability to work primarily in a standing position
 - G. Possible exposure to bodily fluids in cleaning due to student injury or illness
12. Ability to maintain flexibility in schedule and if necessary to work during the evening hours when school is in session and change to daytime hours at others time of the year
13. Ability to demonstrate standards of moral character and behavior to serve as an effective role model for students
14. Such alternative to the above requirements as the School Board or the Administration may

deem appropriate and acceptable

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Clean areas of the school as assigned (i.e., classrooms, halls, offices, rest rooms, cafeteria, kitchen, gymnasium, etc.), vacuum, mop, buff floors, wash windows, clean chalk/white boards, dust, paint, replace light bulbs, make minor repairs, etc.
2. Sweep walks and entrances and pick up debris on the grounds, remove snow and ice from sidewalks and entrances, clean drains, gutters and roofs
3. Wash, scrub, disinfect rest rooms daily, and clean all sanitary fixtures, door panels and drinking fountains daily
4. Clean up spills, pick up trash, respond to special requests for custodial services from faculty members with supervisor approval
5. Set up, take down and move furniture, shelving and partitions as assigned
6. Report safety, sanitary and fire hazards to the proper authority
7. During the day shift perform routine grounds-keeping duties as grass cutting, tree and shrub trimming to maintain the school grounds in a safe and attractive condition
8. Clean and polish any metal works such as hand railings
9. Be responsible for locking doors and windows, turning out lights and securing building as assigned
10. Requisition custodial supplies and equipment when directed, assist in maintaining an inventory of supplies and equipment
11. Check daily to ensure that all exit doors are open and all panic bars are working properly during the hours of building occupancy
12. Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information
13. Assist in greeting and directing visitors to the appropriate person and location
14. Participate in complete cleaning and routine maintenance of buildings during the summer and winter breaks
15. Participate in in-service programs as assigned
16. Act as a friendly ambassador for the Stark County School District
17. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration
18. Maintains satisfactory attendance, as defined in District policy and regulations
19. Serve as mandated reporter to Department of Children and Family Services

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Criminal Justice Fingerprint Clearance
2. Valid Illinois Driver's License (preferred)
3. Bloodborne Pathogen Training/Hepatitis B Shot Series Training

PHYSICAL DEMANDS: Must maintain the ability to perform the essential functions of this job.

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.