



CUSTODIAN I

GENERAL RESPONSIBILITIES

Performs routine custodial work in maintaining the cleanliness of school buildings and surrounding grounds. An employee in this position receives classroom and hands-on-training in the use of cleaning tools, equipment and supplies, and safety and personal protection necessary to perform custodial work.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Clean the cafeteria after each lunch bell, clean tables, realign chairs, and mop cafeteria.
- Pickup paper and trash in bathrooms and hallways, clean up spills such as vomit and other mistakes which come from children or other adults.
- Pickup paper and trash around school and grounds.
- Dump trash in classrooms, clean boards every day, sweep the floors of the classrooms, dust each room high and low and set classroom back up for the next day.
- Wash off desks for students and teachers, move classroom desks and tables from one part of the school to another, which sometimes is either up or down stairs.
- Setup for PTA in cafeteria, auditorium, library, and set them back up for the next day.
- for special events and meetings.
- Vacuum floors, shampoo carpets, wash walls, fix lockers, clean rooms once after school programs are finished, wash windows wash off graffiti, and wash bathroom stalls.
- Mop bathrooms after cleaning.
- Mop and wax hallways and classroom floors.
- Secure and lock all classrooms and outside doors at the end of the school day.
- Clean teacher's lounge.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of cleaning methods, materials, and equipment; ability to understand and follow simple oral and written directions; ability to establish and maintain effective working relationships with associates and school staff; basic ability to read and speak/understand English.

EDUCATION AND EXPERIENCE

Required:

GED or some high school.

Preferred:

High School Diploma.

Some custodial experience.

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, grasping, repetitive motion, and reaching, Occasional stooping, balancing, crouching, kneeling, and fingering. Work involves moderate exposure to unusual elements such as dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 6/00, 4/16, 7/20
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