

SCHOOL DISTRICT OF SHEBOYGAN FALLS
POSITION DESCRIPTION

POSITION TITLE: Custodian

REPORTS TO: Facilities Manager/Building Principal

LENGTH OF WORKYEAR: 12 Months

BUILDING ASSIGNMENT: As Assigned

QUALIFICATIONS: As determined

JOB GOAL: This position involves work in all phases of building cleaning. Custodians will also be expected to perform minor maintenance activities encountered within their assigned areas or communicate needs that go beyond the scope of their abilities. The individual selected for a custodial position shall possess a high school diploma or the equivalent. The selected individual shall have a demonstrated record of employment stability and reliability as evidenced by past occupational experience. Additionally, the individual shall evidence an attitude or actual experience that will indicate suitability to work in a child centered environment. This will include, but not limited to: appropriate use of language, respect of property, concern for others, and willingness to assist when needed.

PERFORMANCE RESPONSIBILITIES:

1. Clean thoroughly all classrooms, corridor, service areas, locker rooms and other areas as shall be assigned by the supervisor. This includes functions such as; sweeping, dry mopping, wet mopping, scrubbing, chalkboard cleaning, window cleaning and all other similar custodial duties.
2. Maintain high standards of confidentiality, attendance, and flexibility, while working cooperatively with Supervisors and other employees.
3. Perform minor maintenance activities within the area of assignment as shall be deemed appropriate by the supervisor and as shall be within the scope of the individual's skill level to include; small, common hand and power maintenance tools, ladders and other tools materials and supplies pertinent to minor maintenance activities.
4. Unload, handle and deliver materials as necessary within the building assigned and make other deliveries as shall be required.
5. Shall maintain building security when such duty is appropriate for the specific shift assignment.
6. Report all incidents of damage or vandalism to the supervisor.

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7. Assist in preparation for athletic, extra-curricular, and other public events as necessary.
8. Perform snow removal services as warranted and shall be assigned by the supervisor.
9. Serve as a part of cleaning or maintenance crews during school vacation periods, holiday periods and the summer months.
10. Shall report all unsafe and/or unhealthy conditions in his/her area to the respective supervisor.
11. Shall be able to lift 40 lbs. in a repetitive situation and work from a stepladder at a height of 6 ft.
12. Shall be consistent in punctuality and work attendance.
13. Shall maintain positive relationships with the public, students and other staff members.
14. All other custodial and related tasks as shall be assigned by the supervisor.