

Educational Service Unit 8

Custodian Job Description

It is the policy of Educational Service Unit 8 to not discriminate on the basis of sex, disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Business Manager.

- A. Job Title:** Custodian
- B. Department:** Custodial/Maintenance
- C. Education Level and Certification:** High school degree or GED. Custodial and maintenance experience preferred. Must maintain at all times during employment an unrestricted motor vehicle operator's license and a satisfactory driving record that meets requirements of Board policy.
- D. Reports To:** Business Manager
- E. Performance Responsibilities and Job Tasks**
 - 1. Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
 - 2. Service, clean, and supply restrooms.
 - 3. Gather and empty trash.
 - 4. Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
 - 5. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
 - 6. Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
 - 7. Strip, seal, finish, and polish floors.
 - 8. Notify supervisors concerning the need for major repairs or additions to building operating systems.
 - 9. Requisition supplies and equipment needed for cleaning and maintenance duties.
 - 10. Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
 - 11. Steam-clean or shampoo carpets.
 - 12. Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets, meetings, assemblies, athletic events, and plays.
 - 13. Clean and polish furniture and fixtures.
 - 14. Dust furniture, walls, machines, and equipment.
 - 15. Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
 - 16. Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals.

17. Clean equipment, such as glassware and metal instruments, using solvents, brushes, rags, and power cleaning equipment.
18. Spray insecticides and fumigants to prevent insect and rodent infestation.
19. Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
20. Drive vehicles to perform or travel to cleaning work, including vans, industrial trucks, or industrial vacuum cleaners.
21. Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
22. Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
23. Develop and maintain a positive, professional rapport with students and parents and co-workers.
24. Adhere to the code of ethics of the District for non-certificated staff. The Custodian must serve as a positive role model for staff and students.
25. Perform other tasks or duties as assigned by the Superintendent, Principal, or other supervisors.

F. Required Knowledge

The Custodian is to possess and effectively utilize knowledge in the following areas:

1. Public Safety and Security—Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
2. Customer and Personal Service—Knowledge of principles and processes for providing customer and personal services. This includes: customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
3. Chemistry—Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes: uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
4. Administration and Management—Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
5. Mechanical—Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
6. English Language—Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
7. Building and Construction—Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

G. Required Skills and Abilities

The Custodian is to possess and effectively utilize the following skills and abilities:

1. Communication:
 - a. Active Listening—Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
 - b. Speaking—Talking to others to convey information effectively. The ability to speak clearly so others can understand. The ability to communicate information and ideas in speaking so others will understand.
 - c. Oral Comprehension and Listening—The ability to listen to and understand information and ideas presented through spoken words and sentences. The ability to identify and understand the speech of another person.
 - d. Writing—Communicating effectively in writing as appropriate for the needs of the audience. The ability to communicate information and ideas in writing so others will understand.
 - e. Written Comprehension—Understanding written sentences and paragraphs in work related documents. The ability to read and understand information and ideas presented in writing.
2. Coordination—Adjusting actions in relation to others' actions.
3. Equipment Selection—Determining the kind of tools and equipment needed to do a job.
4. Time Management—Managing one's own time and the time of others.
5. Equipment Maintenance—Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
6. Instructing—Teaching others how to do something.
7. Judgment and Decision Making—Considering the relative costs and benefits of potential actions to choose the most appropriate one.
8. Trunk Strength—The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
9. Extent Flexibility—The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
10. Manual Dexterity—The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
11. Static Strength—The ability to exert maximum muscle force to lift, push, pull, or carry objects.
12. Vision—Far and Near Vision: The ability to see details at close range (within a few feet of the observer) and to see details at a distance.

H. Work Activities

The Custodian is to perform the following work activities:

1. Inspecting Equipment, Structures, or Material—Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects. This includes inspecting facilities to determine repair or replacement needs.

2. Performing General Physical Activities—Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. This includes applying cleaning solvents, arranging decorations or furniture for banquets or social functions, cleaning or waxing floors, cleaning rooms or work areas, maintaining physical building or grounds of property, moving or fitting heavy objects, painting walls or other structural surfaces.
3. Handling and Moving Objects—Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things. This includes: mixing paint, ingredients, or chemicals, according to specifications; removing stains from fabric or carpet; sterilizing or cleaning laboratory or healthcare equipment; using building materials for routine building maintenance; using herbicides, fertilizers, pesticides or related products; using portable hand spray equipment.
4. Communicating with Supervisors, Peers, or Subordinates—Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. This includes attending staff meetings.
5. Getting Information—Observing, receiving, and otherwise obtaining information from all relevant sources.
6. Identifying Objects, Actions, and Events—Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
7. Monitoring Processes, Materials, or Surroundings—Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
8. Organizing, Planning, and Prioritizing Work—Developing specific goals and plans to prioritize, organize, and accomplish your work.
9. Controlling Machines and Processes—Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles). This includes controlling HVAC equipment, operating cleaning equipment, tending boilers or related equipment, using hand or power tools, using power mower.
10. Performing for or Working Directly with the Public—Performing for people or dealing directly with the public.
11. Establishing and Maintaining Interpersonal Relationships—Developing constructive and cooperative working relationships with others, and maintaining them over time.

I. Required Employee Characteristics

The Custodian is to possess and exhibit the following characteristics:

1. Cooperation—Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
2. Attention to Detail—Job requires being careful about detail and thorough in completing work tasks.
3. Dependability—Job requires being reliable, responsible, and dependable, and fulfilling obligations.
4. Integrity—Job requires being honest and ethical.

5. Concern for Others—Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
6. Self Control—Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
7. Stress Tolerance—Job requires accepting criticism and dealing calmly and effectively with high stress situations.
8. Adaptability/Flexibility—Job requires being open to change (positive or negative) and to considerable variety in the workplace.
9. Independence—Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
10. Initiative—Job requires a willingness to take on responsibilities and challenges.

J. Working Conditions

1. Inside offices and throughout the buildings.
2. Exposure to weather conditions.
3. Exposure to chemicals and solvents.

K. Essential Functions: The essential functions of the Custodian position include: (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

Physical Requirements Custodian		Item is not a requirement of the job NE	Occasional -- up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
E = Essential NE = Non-Essential						
Stamina						
1. Sitting					X	
2. Walking					X	
3. Standing			X			
4. Sprinting/Running			X			
Flexibility						
5. Bending or twisting at the neck more than the average person				X		
6. Bending or twisting at the trunk more than the average person				X		
7. Squatting/Stooping/Kneeling				X		
8. Reaching above the head				X		
9. Reaching forward				X		
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)				X		
Activities						
11. Climbing (on ladders, into large trucks/vehicles, etc.)				X		
12. Hand/grip strength				X		
13. Driving on the job			X			
14. Typing non-stop	X					
Use of Arms and Hands						
15. Manual dexterity (using a wrench or screwing a lid on a jar)				X		
16. Finger dexterity (typing or putting a nut on a bolt)				X		
Lifting Requirements						
17. Lifting up to 10 pounds (Mark all that apply)						
Floor to waist					X	
Waist to shoulder					X	
Shoulder to overhead				X		
18. Lifting 11 to 25 pounds (Mark all that apply)						
Floor to waist					X	
Waist to shoulder					X	
Shoulder to overhead			X			
19. Lifting 26 to 50 pounds (Mark all that apply)						
Floor to waist				X		
Waist to shoulder				X		
Shoulder to overhead			X			
20. Lifting 51 to 75 pounds (Mark all that apply)						
Floor to waist				X		
Waist to shoulder				X		
Shoulder to overhead			X			
21. Lifting 76 plus pounds (Mark all that apply)						
Floor to waist				X		
Waist to shoulder			X			
Shoulder to overhead			X			
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?			X			
Pushing/Pulling						
23. 25 to 50 pounds				X		
24. 51 to 75 pounds				X		
25. 76 to 90 pounds			X			
26. Over 90 pounds			X			
Carrying						
27. 10 to 25 pounds				X		
28. 26 to 50 pounds				X		
29. 51 to 75 pounds			X			
30. 76 to 90 pounds			X			
31. Over 90 pounds			X			