

# Cochrane-Fountain School District – Job Description

## Title: Custodian

### Summary

Under the supervision of the Building & Grounds Supervisor, the custodian cleans and maintains the school building and grounds, sets up equipment for special events, and assists school personnel with work requests.

### Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

### Facility Cleaning

- Clean and maintain facilities daily including but not limited to sweeping, mopping, vacuuming, shampooing, washing windows, dusting, emptying waste baskets, empty pencil sharpeners, cleaning drinking fountains, scrubbing classroom sink, and fixtures.
- Clean restrooms and locker rooms. Replenish supplies.
- Clean up after students who are ill.
- Keep entrance and vestibule areas in clean and orderly condition.
- Pick up trash and debris inside the building and on exterior grounds. Dispose of properly.
- Operates all custodial cleaning equipment.

### Facility Maintenance

- Assists in on-going and annual facilities inspections.
- Report all facilities problems, issues, and failures as related to the structure of heating, plumbing, electrical, or ventilation systems.
- Assist in the maintenance and repairs of structural, heating, plumbing, electrical, and ventilation systems.
- Locate cause of problems and adjust or repair facilities and mechanical equipment.
- Replaces light bulb, ballasts, switches, and cleans light fixtures.
- Maintain custodial and grounds equipment.

### Facility Operations

- Sets up equipment, chairs, risers, choral & band equipment, bleachers for school and public events.
- Removes snow and ice from parking lot, steps, sidewalks, and playground. Take steps to ensure that icy and slippery areas are safe.
- Maintain all school grounds as related to tree trimming, shrubs, and general lawn upkeep.
- Assume responsibility for general upkeep of school athletic and physical education fields, diamonds, and track, etc., and for the marking of football fields, baseball diamonds and track.
- Receive and inspect packages and supplies.
- Conduct weekend building checks as requested.

### Facility Improvements

- Carry-out small construction projects such as building cabinets, display cases, walls, shelves, etc. Installation of doors, windows, glass, etc.
- Assist in carrying out special custodial/maintenance projects during times in which students are not in school such as vacations and summer.

### Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.

- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Buildings and Grounds Supervisor and Administration

### **Typical Physical Requirements**

- Exertion of 30-70 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

### **Qualifications for Employment**

#### Required

- High School Diploma or GED
- A valid drivers license
- Ability to perform manual tasks requiring average physical strength, lift 70 pounds from floor to chest height.
- Knowledge of or experience in the use of basic hand tools and power equipment.
- Good interpersonal skills to work with a variety of young people and adults.
- Good organizational skills to follow directions, work independently, accomplish assigned tasks and meet timelines

#### Preferred

- Technical knowledge and skills for carrying out light maintenance and repair tasks.
- Knowledge of or experience in the use of basic cleaning materials.
- Knowledge of safety and cleanliness procedures.

### **Terms of Employment**

Employment is full time, 12 months. Salary, benefits and other compensation to be recommended by the Superintendent and approved by the School Board.

### **Evaluation**

Annual evaluation to be completed by the Building and Grounds Supervisor

**Adopted by the Cochrane-Fountain City School Board: 2/17/2021**