

CUSTODIAN I, II, III

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs routine, manual work cleaning and maintaining supplies in school buildings. This position is designated as "Essential Personnel", requiring employees to respond and report to normal and after hour's emergencies including inclement weather events, building emergencies, etc. In the event of an emergency at another facility, custodial staff may be temporarily reassigned to assist at that facility. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Ensuring school buildings are clean; stocking restrooms; mowing grass and performing yard maintenance; and picking up and removing trash from buildings.

(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.)

- Performs preoperational check of all custodial and grounds equipment prior to use.
- Sweeps, mops, scrubs, seals, waxes and vacuums floor surfaces; schedules floor work to ensure least possible disruption of work routines in buildings and offices.
- Dust and cleans desks and other furniture.
- Cleans restroom areas and fixtures, and replenishes paper supplies and soap as necessary.
- Empties trash receptacles and deposits collected refuse in proper receptacles; deposits recyclable material in proper receptacles.
- Requests supplies through supervisor, ensures inventory is adequate to perform duties of position; stores equipment and cleaning supplies. Mows grass; edges sidewalks; blows debris off sidewalks; removes snow and ice, trims bushes and trees.
- Perform required cleaning and maintenance of all custodial and grounds equipment after each use.
- Assists with moving materials and furniture; delivers copy paper to rooms.
- Changes light bulbs; repairs or replaces ceiling tiles.
- Opens and closes buildings for regular school use and for after hour events.
- Assembles equipment and furniture.
- Communicate needed work orders for repairs through Head Custodian.
- Follows Blood-borne Pathogens and blood spill procedures, respond to accidents or potential safety hazards which may require contact with chemical spills, blood, or other bodily fluids.
- Checks play areas and around school building for trash, debris or hazards.
- Attends custodial staff meetings and trainings.
- Responsible for reading, comprehending and complying with Custodial Program Manual.
- Completes annual trainings in coordination with annual review.
- Sets up facilities for special events.
- May be required to work a shift other than originally assigned on a regular or rotating basis.
- Adheres to safety procedures and proper workplace ergonomics.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; ability to understand oral and written directions; ability to read and write; physical ability to perform heavy manual work; ability to work independently; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to completion of high school. Prefer work experience in customer service, industrial or janitorial work setting.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing or working at heights utilizing ladders up to 12', balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, visual inspection involving small defects and/or small parts, operation of machines, determining

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, vibration, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.