MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Custodian

QUALIFICATIONS:

1. High school diploma or equivalent **Alternatives to the above qualifications as the Board may find appropriate and acceptable*
2. One to two years related experience preferred
3. Demonstrate a basic knowledge of electrical, plumbing, painting
4. Demonstrate the ability to use most common hand and power tools
5. Operate vehicles in inclement weather conditions, stand for excessive time (to perform repairs); push and pull various items up to a maximum of 300 pounds (on wheels); tolerate outdoor weather conditions; lift and carry various items up to a maximum of 65 pounds; travel on occasion
6. Work from ladder and/or scaffolding
7. Knowledge of air compressor/thermostats
8. Ability to perform heavy manual labor
9. Ability to read and understand verbal and written instructions, written warnings and Labels as it relates to safety compliance
10. Must have valid driver's license

REPORTS TO: Building Principal, Manager of Business Services, Director of Business and Operations

PERFORMANCE RESPONSIBILITIES:

1. Maintain confidentiality in all matters
2. Ability to work cooperatively with others and maintain and promote positive school and community relations
3. Operate and understand building and alarm systems
4. Perform routine repair work during school year and summer (such as changing light bulbs, tubes, pencil sharpeners, lockers, tightening screws, replacing soap dispensers,

paper towel holders, toilet tissue holders, etc) and report major repairs to Head Custodian, Building Principal, Manager of Business Services, Director of Business and Operations

5. Respond promptly and accurately to online maintenance requests
6. Promote good safety practices and procedures and cooperate with local and state inspectors to meet compliance codes. Report any concerns to Head Custodian, Building Principal, Manager of Business Services, Director of Business and Operations
7. Secure building each working day and see that all lights (except night lights) are turned off and all persons are out of the building before leaving the premises
8. Provide for the storage of tools and supplies, and all such cleaning materials, tools and supplies and kept in their proper places. *OSHA/PERRAC training should be followed.* Keep work and storage areas neat and orderly
9. Maintain proper physical, safety, and cleaning of the building conditions during the hours when staff and students are present in the building and during vacated hours as directly on a daily, weekly, monthly, or annual basis
10. Raise and lower flags per Director of Business and Operations orders
11. Assist in the unloading of all supplies and equipment and store except those educational supplies that are to be distributed to the various departments as directed by Head Custodian, Building Principal, Manager of Business Services, Director of Business and Operations
12. Move furniture, supplies, and miscellaneous equipment as directed
13. Complete inventory of all janitorial supplies and provide to Head Custodian
14. Gather daily all paper, sweepings, rags or other rubbish of inflammable nature in bags or other containers provided and placed in the dumpster or such locations as are designated by the Head Custodian, Building Principal, Manager of Business Services, Director of Business and Operations
15. Responsible for detecting problems with the heating, cleaning, and mechanical operation of the building and report problems to Building Principal, Manager of Business Services, Director of Business and Operations
16. Know location of all services (gas, water, electricity) and how to operate and shut down or off if necessary
17. Work conscientiously to save energy by turning off unnecessary lighting, heating, air conditioning, keeping doors closed, etc.
18. Attend meetings and in-services and trainings as required
19. Carry any communication device provided to the employee by the Board seven days a week (including holidays) during normal waking hours (8:00 AM – 9:00 PM) and respond per request
20. Perform other duties as assigned by Head Custodian, Building Principal, Manager of Business Services, Director of Business and Operations, Assistant Superintendent, or Superintendent

Revised: January 2005, April 2011, January 2021