# Princeton City School District
# Job Description

**Job Title:** **Custodian**
**Reports To:** **Principal/Custodial Supervisor**
**FLSA Status:** **Classified**
**Revised Date:** **March 1, 2013**

**GENERAL DESCRIPTION**
To keep the entire facility clean and safe at all times. To provide the students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop. To perform routine cleaning work in school buildings according to the schedule provided by the custodial supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Does keep inventory of supplies and requisitions replacements in a timely manner.
- Does open and close building each school day, securing doors, windows and lights before leaving.
- Does report damage and required repairs promptly to the principal.
- Does clean and disinfect drinking fountains daily.
- Does clean and disinfect restrooms daily, including sanitary fixtures and door panels.
- Does clean areas of the school as assigned (i.e., hallways, offices, restrooms, cafeteria, kitchen, gymnasium, etc.).
- Does clean assigned areas as required or as scheduled (i.e., vacuum, wash, scrub, mop, dust, buff floors, wash windows, clean chalk/white boards, replace light bulbs, polish metal, make minor repairs, etc.)
- Does raise and lower the United States flag each school day.
- Does check daily to ensure that all exits are open and panic bars are operable during hours of occupancy.
- Does keep building and premises, including sidewalks, and play areas neat and clean at all times.
- Does clear snow from sidewalks and driveways and apply materials to prevent slipping.
- Does load or unload items to or from delivery vehicles.
- Does perform or assist with other duties as assigned.
- Does respond to special requests for custodial services from faculty members with supervisor approval.
- Does set up, take down, and move furniture, shelving and partitions as assigned.
- Does report safety & sanitary hazards to the proper authorities.
- Does perform routine grounds keeping duties to maintain safe and attractive conditions (i.e., trash removal, weeding flower beds, trimming trees & shrubs etc.).
- Does assist in greeting and directing visitors to the appropriate person and location.
- Does participate in complete cleaning and preventative maintenance of building during the summer and winter breaks.
- Does complete work orders in a timely basis.

## EQUIPMENT

Cart(s), ladder(s), extension pole, dust mop(s), squeegee(s), swimming pool robot, carpet-cleaning equipment, vacuum cleaner, wet-dry vacuum, propane buffer, auto scrubber, rotary scrubber, dollies, broom, power washing equipment, hoe(s), rake(s), shovel(s), riding lawn mover(s), hand lawn mower(s), edger(s), trimmer(s).

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Knowledge of district selected software is required.

- Must pass Civil Service test.
- Must be at least eighteen years of age.
- Must be able to read and write.
- Must be able to count and record information.
- Must satisfy all job-related attendance requirements.
- Must satisfy all job related medical and physical ability standards.
- Must satisfy all job-related training requirements.
- Must be suited for situations that require the ability to move around considerably but also remain in a given location for fixed period of time.
- Must be suited for situations that require strict adherence to rules and procedures.
- Must be suited for situations that require advance planning, as well as flexibility to adapt to new situations or react to emergencies.
- Must be suited for situations that require the ability to interact well with other people, but also the ability to work alone.
- Must be able to tolerate and deal with trying circumstances of the job and factors thereto.
- Must be suited for situations that require the ability to express one's own thoughts and ideas to others as well as follow oral and written instructions or directions.
- Must be suited for situations that require the ability to interact with others in a team setting, as well as the ability to individually excel.
- Must be suited for situations that require the ability to handle average stress, tension, pressure, criticism, and rejection, but also to be sensitive and empathetic.
- Must be suited for situations that require a moderate amount of questioning and probing, and will not accept many things at face value.
- Must be able to work harmoniously with others and communicate effectively (both orally and in writing) with students, parents, and teachers.
- Must maintain a high level of ethical behavior and confidentiality when dealing with students and staff information.
- Must be able to make minor repairs.
- Must be able to use cleaning materials and equipment with skill, efficiency and safety.
- Must be knowledgeable of cleaning methods and the use, care and safety of cleaning materials and equipment.
- Must be knowledgeable of the requirements for maintaining a school building that is safe, clean, and in an orderly condition.
- Must be knowledgeable of the HVAC room and equipment.
- Must be familiar with handling and disposal of hazardous materials.

- Must participate in inservice programs as assigned.
- Must have the ability to perform duties with awareness of district requirements and Board of Education policies.
- Such alternatives to the above requirements as the School Board or Administration may deem appropriate and acceptable.

**CERTIFICATES, LICENSES, REGISTRATIONS**
High school diploma or equivalent required.

**SUPERVISORY RESPONSIBILITIES**
Supervises students when necessary.

**LANGUAGE SKILLS**
Ability to communicate effectively with students, parents, teachers, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community.

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.

**PHYSICAL ABILITIES**

| | | |
|---|---|---|
| Upper handling strength | High | 30 pounds |
| Upper lift endurance | High | 30 pounds |
| Mid-range handling strength | High | 75 pounds |
| Lower lifting strength | | 50 pounds |
| Lower life endurance | High | 50 pounds |
| Mid-range handling endurance | High | 50 pounds |
| Ambulating endurance | High | |
| Lower work endurance, crouching | High | |
| Upper work tolerance | High | |
| Standing balance | High | |
| Gross body coordination | | |
| Multilimb coordination | | |
| Manual dexterity | | |
| Near vision | | |
| Far vision | | |
| Color discrimination | | |
| Peripheral vision | | |
| Depth perception | | |

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to high.

- Working in proximity to toxic or caustic substances *Frequently.*
- Working in proximity to noxious dusts, fumes, mists or gases *Frequently.*
- Working with "live"electricity *Occasionally.*
- Working in proximity to moving mechanical parts *occasionally.*
- Working in noisy areas *Occasionally*.
- Working on vibrating surfaces *occasionally.*
- Working with vibrating objects *Occasionally*.
- Working on high, exposed surfaces *Occasionally*.
- Working in hot temperatures *Occasionally*.
- Working in cold temperatures *Occasionally.*

## TERMS OF EMPLOYMENT

Salary and work year to be established by the Board of Education.

## EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*