



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**

Custodian

**Department:**

Custodial

**Immediate Supervisor:**

Head Custodian

**Grade Placement:**

8

**FLSA Status:**

Non-Exempt

**Job Summary:**

Under the direction of the Head Custodian, the Custodian performs environmental service tasks, cleaning and maintenance of school buildings, minor mechanical repairs, and support services for day and evening school activities. The Custodian assists in providing a safe, comfortable and clean learning environment for students, staff, and faculty.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Cleans and maintains all assigned workspaces.
2. Assists in setting up the gymnasium, classrooms or other areas for athletics, activities and meetings when necessary.
3. Secures building doors and turns lights off when locking up assigned areas.
4. Assists with seasonal grounds work as directed.
5. Performs repair to furniture, equipment and building systems as directed. Monitors facilities and equipment for maintenance needs and reports needs to the Head Custodian.
6. Attends meetings, workshops and training sessions as directed.
7. Performs other related duties as assigned.

### EDUCATION AND KNOWLEDGE REQUIREMENTS

**Education Training and Experience Requirements:**

- High School Diploma or equivalent.

**License/Certification Requirements:**

- Class 2C Boiler License preferred

**Knowledge required to perform the essential functions of the job:**

- Knowledge of cleaning techniques and materials.
- Knowledge of floor and carpet care.
- Knowledge of proper application, use, storage and clean up of chemicals.
- Knowledge in use and maintenance of all operating equipment.
- Knowledge of all safety precautions applicable to trade.

**WORK SKILLS AND CHARACTERISTICS**

**Skills required to perform the essential functions of the job:**

- Skilled in establishing and maintaining effective working relationships with employees, supervisors, and building staff.
- Ability to interact and communicate appropriately with students, staff and the general public.
- Ability to work independently with minimal supervision.
- Skilled in following assigned custodial schedules and assignments in accordance with department standards and requirements.
- Ability to use tools and cleaning equipment applicable to trade.
- Ability to read, understand, and follow safety procedures.
- Performing light maintenance/repair work.
- Skilled in observation of necessary repair or maintenance of facilities and equipment.

**PHYSICAL REQUIREMENTS**

**Physical requirements associated with the position can be best summarized as follows:**

Heavy Work: Exerting up to 100 pounds of force occasionally, up to 25 pounds of force frequently and up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects.