

BRANDON- SCHOOL DISTRICT
I.S.D. # 2908
JOB DESCRIPTION

Job Title: General Custodian

Department/Location: Custodial

Accountability:

Reviewed: 2022

Reviewed: _____
Immediate Supervisor

Approval: _____
Superintendent

JOB SUMMARY: Provide custodial support for the School District in order to provide a clean, safe and healthy learning environment for students and staff.

MAJOR AREAS OF ACCOUNTABILITY:

80%

CLEANING/UPKEEP

- A. Cleans, scrubs, strips, seals, waxes, buffs, vacuums or sweeps floors, stairs, classrooms, gyms, locker rooms, libraries, offices, commons, hallways, restrooms and other designated areas.
- B. Responds to emergency cleanup situations.
- C. Keeps the custodial/maintenance room clean and well maintained.
- D. Replaces lighting as needed.
- E. Maintains building security: secures building, tests and resets fire alarms, locks and unlocks buildings, as necessary and performs other security tasks.
- F. Unloads school supplies and equipment. Restocks shelves with cleaning supplies.
- G. Cleans all areas of building in summer months as directed.

12%

MAINTENANCE/REPAIR

- A. Performs routine preventative maintenance upkeep on equipment.
- B. Performs minor repairs and maintenance.
- C. Assists with major repairs and maintenance.
- D. Monitors boiler operation and reports any concerns.

6%

SET UPS

- A. Sets up buildings and grounds for special events and other activities as directed.

2%

GROUND

- A. Performs routine grounds upkeep including mowing, snow removal, picking up garbage and keeping entrances clean and free of obstruction, as needed.

OTHER

- A. Performs related work as assigned

CRITICAL SKILLS/EXPERTISE:**Physical Involvement:**

- Position involves lifting, pulling, stooping, climbing, crawling and kneeling.
- Position involves extended periods of time on feet.
- Position involves frequent lifting up to 50 pounds and occasionally lifts 75 – 100 pounds.
- Position involves occasional climbing of ladders.
- Position involves occasional repetitive motion in performing tasks.
- Position involves listening, speaking clearly and visual acuity.

Mental Involvement:

- Position requires organizing and prioritizing tasks in order to meet strict deadlines.
- Position requires attention to detail.
- Position requires operating equipment that requires concentration.
- Position requires exercising confidentiality in handling School District information.
- Position requires handling multiple tasks at once while dealing with constant interruptions.
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes from more than one person.
- Position requires coordination of manual dexterity with visual attention (eye-hand coordination).

Working Conditions:

- Position works around dirt, dust, chemicals and fumes.
- Position involves occasional exposure to blood/bodily fluids.
- Position involves occasional exposure to extreme temperatures.
- Position involves occasional exposure to heights, confined spaces and mechanical equipment/moving parts.
- Position may require evening/night hours.

Supervision of Other Employees:

- This position is not responsible for providing supervision of other district employees.

MINIMUM QUALIFICATIONS:**Education:**

- High School diploma or equivalent required.
- Valid Minnesota driver's license required.

Experience:

- Previous custodial or other related experience preferred.

Special Knowledge or Skills:

- Ability to safely work with cleaning products.
- Ability to read written instructions.
- Ability to inter-relate with others.
- Ability to vary sequence of duties.
- Knowledge and application of basic computer skills.
- Basic mechanical repair abilities.
- Ability to implement and model the "Code of Conduct"

Equipment, Machines, Tools, Electronic Devices, Software:

- Operates hand tools and ladders.
- Operates cleaning equipment including buffers, carpet cleaners and floor machines.
- Operates basic grounds-keeping equipment including lawnmowers, weed eaters, shovels and rakes, snow blowers, as assigned.
- Operates computer and phone devices.

JOB OUTCOMES:

- Projects a positive, cooperative and respectful attitude with students, parents, employees and community members. Maintains a positive attitude in dealing with others that contributes to the overall public relations of the school district.
- Provides a clean, safe, comfortable environment to make the students and staff proud of their school.
- Helps to promote safety and prevent accidents.
- Assists in securing the building to prevent vandalism and theft.
- Identifies and reports maintenance problems.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.