

**WILLOW RIVER AREA SCHOOL**  
**8142 Pine Street**  
**Willow River, MN 55795**

**JOB DESCRIPTION**

|                              |                                 |
|------------------------------|---------------------------------|
| <b>Position Title:</b>       | Custodian                       |
| <b>Immediate Supervisor:</b> | Building and Grounds Supervisor |
| <b>FLSA Status:</b>          | Non-exempt                      |
| <b>Board Approved:</b>       | September 20, 2022              |

**Overview:** Under direction of Building and Grounds Supervisor, maintain school facilities in a clean, orderly, safe and secure manner following a predetermined schedule.

**Required Qualifications**

High school diploma or equivalent.

**Preferred Qualifications**

- Special or better Boiler's license.
- One year experience performing custodial or maintenance work, or its equivalent.

**Knowledge**

Basic cleaning methods; applicable health and safety regulations; proper safety, security, and sanitation practices and procedures; suitable methods of storing equipment, proper lifting techniques; cleaning materials, supplies and equipment; basic mathematical concepts; basic computer operations.

**Abilities**

Perform moderately heavy manual activities; efficiently and effectively use cleaning materials, supplies and equipment; understand and carry out oral and written directions; establish and maintain cooperative working relationships with those contacted during the workday; operate equipment safely; meet schedules and timelines; read, interpret and follow rules, regulations, policies and procedures; work independently with intermittent supervision; provide positive customer service.

- Performance Responsibilities:
- Sweep, mop, strip, wax and seal floors;
- Vacuum rugs and carpets;
- Dust, wash and polish metal, furniture and woodwork;
- Empty and clean waste receptacles including trash barrels;
- Clean restrooms, locker rooms and showers;
- Wash windows, coverings, walls, whiteboards, sinks and fountains;
- Move and arrange furniture and equipment;
- Set up for site, district and community events as directed;
- Replace light bulbs and lighting tubes;

- Pick up trash and debris from school grounds and adjacent areas. Assist in reporting, repairing, and preventing facility vandalism;
- Perform emergency cleanup resulting from breakage, vandalism, spills and illness;
- Lock/unlock doors, secure buildings/grounds and set alarm systems;
- Assist in receiving, assembling, and distributing supplies and equipment;
- Perform maintenance tasks as assigned;
- Serve as substitute for daytime custodian;
- Occasionally perform routine ground maintenance functions; and
- Perform other related duties as assigned.

**Physical Demands:** Performing the duties this job, employees are required to see, talk, listen, sit, stand, bend, reach, push, pull, reach overhead, kneel, squat, climb stairs and ladders; employees must be able to carry up to 50 pounds without assistance, and over 50 pounds with assistance.

**Terms of Employment:** Salary and work year to be established by the School Board.

**Evaluation:** Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.