Chippewa Falls Area Unified School
140 W. Elm Street
Chippewa Falls, WI 54729
715-726-2417 Phone
715-723-8554 Fax

Job Title:	Custodian - Second Shift		
FLSA Status:	Non-Exempt		
Job Category:	Facilities	Employee Group:	Support Staff
Location:	District Wide	Position Type:	
Travel Required:	No	Grade/Salary Range:	See Compensation Schedule
Supervisor:	Maintenance - Secondary	Supervises:	
Education:	High Diploma or GED		
Coordinates with:	Maintenance Staff, Maintenance Manager, Light Housekeeper		
Years of Experience:			

Primary Purpose:
Maintain building appearance, provide set up and tear down of daily activities in the building, keep all building exterior and interior entrances clear of debris, snow, water etc…, clean, disinfect and remove garbage in the building as directed.

Essential Duties & Responsibilities:

- Regular and Reliable Attendance
- Clean, disinfect and remove debris from desks, tables, water fountains and bathrooms
- Collect garbage and recyclables from all sources of garbage collections i.e. waste bins, pencil sharpeners etc…
- Clean chalk/white boards as directed by teacher
- Vacuuming
- Operate shampooers, floor scrubbers, waxing equipment and other custodial duty equipment
- Set up and tear down furniture, equipment etc… for building activities
- Communicate any maintenance needs in assigned area
- Other duties as assigned

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- Independently able to access and operate the District's designated electronic systems (i.e.,Electronic Time & Attendance, Mandatory Online Compliance & Professional Development, Device Navigation, etc.).

Performance Expectations:

- Honesty, professional and ethical behaviors
- Demonstrating attention to detail and thorough completion of work tasks
- Exercising reliability, responsibility, dependability and fulfilling obligations
- Demonstrating good-natured behaviors and a cooperative attitude with staff, parents and outside stakeholders.
- Communicating verbally and in writing so others will understand
- Effectively present information and respond to questions from employees, outside organizations, and the general public
- Exercise sound judgment and make appropriate decisions in a manner consistent with essential duties and responsibilities
- Developing and maintaining constructive, cooperative, and positive working relationships with others
- Analyzing information and using logic to address work-related issues and problems
- Building mutual trust, respect, and cooperation throughout the building and district
- Adaptability and flexibility to change and variety
- Maintaining self-control, composure in difficult situations
- Maintaining persistence in the face of obstacles
- Ability to follow written and oral instructions
- Remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Other Duties & Responsibilities:

- Participate in employer or vendor sponsored training
- Assist in training new district personnel
- Offer suggestions to improve processes
- Use of Cisco Duo for multi factor authentication for all staff members accessing district systems and applications.

Knowledge:

Ladder Safety, Safe lifting techniques, proper handling of blood borne pathogens, CPR, AED, MSDS, proper cleaning and sanitizing methods, and proper setups and teardowns of building activities

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Skills:

Basic Computer Skills, Active Listening, Reading Comprehension, Speaking, Critical Thinking, Time Management, Writing, Social Perceptiveness, Ability to Work Independently, Employee Management, Conflict Resolution and ability to Multitask.

Competencies:

Integrity, Attention to Detail, Dependability, Independence, Cooperation, Analytical Thinking, Initiative, Adaptability/Flexibility, Self-Control, Persistence and Problem Solving.

Physical Demands:

ACTIVITY	FREQUENCY					
PHYSICAL DEMANDS	**NEVER 0%**	**SELDOM 1-9%**	**OCCASIONALLY 10-29%**	**NORMALLY 30-54%**	**FREQUENTLY 55-79%**	**CONSTANTLY 80-100%**
Balancing			x			
Bending/Stooping					x	
Climbing–Stairs, Ladders, Slope				x		
Computer Work		x				
Crawling			x			
Grasping/Handling						x
Kneeling				x		
Neck Flexion/Extension					x	
Pulling					x	
Pushing					x	
Reaching Forward					x	
Reaching Overhead					x	
Repetitive Motion					x	

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Standing						x
Twisting					x	
Walking						x

ACTIVITY	FREQUENCY					
PHYSICAL EFFORTS Lift/Carrying	**NEVER 0%**	**SELDOM 1-9%**	**OCCASIONALLY 10-29%**	**NORMALLY 30-54%**	**FREQUENTLY 55-79%**	**CONSTANTLY 80-100%**
0 - 1 lb						x
1.1 - 10 lbs						x
11 - 25 lbs					x	
26 - 50 lbs					x	
51 - 75 lbs			x			
76 - 100 lbs			x			
Over 100 lbs		x				

ACTIVITY	FREQUENCY					
PHYSICAL EFFORTS Pushing/Pulling	**NEVER 0%**	**SELDOM 1-9%**	**OCCASIONALLY 10-29%**	**NORMALLY 30-54%**	**FREQUENTLY 55-79%**	**CONSTANTLY 80-100%**
0 - 1 lb						x
1.1 - 10 lbs						x
11 - 25 lbs					x	
26 - 50 lbs					x	
51 - 75 lbs			x			
76 - 100 lbs			x			
Over 100 lbs			x			

Custodian - Second Shift

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ACTIVITY	FREQUENCY					
VISUAL DEMANDS	**NEVER 0%**	**SELDOM 1-9%**	**OCCASIONALLY 10-29%**	**NORMALLY 30-54%**	**FREQUENTLY 55-79%**	**CONSTANTLY 80-100%**
20/20 Corrected Vision						**x**

ACTIVITY	FREQUENCY					
WORK CONDITIONS	**NEVER 0%**	**SELDOM 1-9%**	**OCCASIONALLY 10-29%**	**NORMALLY 30-54%**	**FREQUENTLY 55-79%**	**CONSTANTLY 80-100%**
Biological Agents						**x**
Chemical Agents						**x**
Contacts with Outside Agencies/Groups			**x**			
Dust						**x**
Excessive Cold			**x**			
Excessive Heat			**x**			
Fumes, Odors						**x**
Noise					**x**	
Solvents, Petroleum Products						**x**
Vibration					**x**	

ACTIVITY	FREQUENCY					
WORK CONDITIONS	**NEVER 0%**	**SELDOM 1-9%**	**OCCASIONALLY 10-29%**	**NORMALLY 30-54%**	**FREQUENTLY 55-79%**	**CONSTANTLY 80-100%**
Driving						**x**

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Hearing						**x**
Talking						**x**
Indoors						**x**
Outdoors					**x**	
Power Tools / Equipment					**x**	

By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organization goals and objects; that compliance with all applicable legal considerations have been meet, and the employee understands the job requirements.

Employee Print Name	*Sign*	*Date*
Supervisor/Manager Print Name	*Sign*	*Date*
Human Resources Print Name	*Sign*	*Date*
Physician Print Name	*Sign*	*Date*

This job description is intended to indicate the types of tasks and levels of work difficulty that will be required of a position that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned. Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work

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productively as a member of a team or work group are basic requirements of all positions at Chippewa Falls Area School District.

No overtime eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination of employment.

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