



# HUMAN RESOURCES DEPARTMENT

**Job Title:** Building Custodian

**Days/Calendar:** 260 days / 12 months

**Location/Department:** Elementary/Secondary Schools

**Full-Time**

**Part-Time**

**Physical Class:**

Sedentary

Light

Medium

Heavy

Very Heavy

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**Prepared/Last Reviewed Date:** 05/12/2025

**HR Use Only:**

**Overtime Status:**

Non-Exempt  Exempt

**Category:**

Classified

Certified

Administrative

**GOAL:** Under general supervision of the Building Principal and guidance from the Team Lead, Custodians perform a wide variety of detailed, manual activities to manage the overall appearance, orderly condition, and cleanliness of facilities. As building caretakers, Custodians also perform light maintenance.

## QUALIFICATIONS:

A. Education Level:

High School diploma or equivalent, required

B. Desired Experience:

Preferred experience in custodial work or relative experience which provides the required knowledge, skills, and abilities.

## REPORTS TO:

Building Principal

## TERMS OF EMPLOYMENT:

Classified position, full-time, twelve (12) months a year. Wage, benefits, and work calendar are established annually by the Superintendent and approved by the Board of Education.

## EVALUATION:

The performance of this job will be evaluated in accordance with provisions of the Board's policy on the evaluation of classified personnel.

## **PERFORMANCE RESPONSIBILITIES:**

### **General Responsibilities and/or District Morale:**

- Serve as a positive professional role model for students, staff, parents, and the greater community.
- Establish and maintain collaborative professional relationships; foster and cultivate a positive work environment in a high-demand, fast-paced, low-supervision, team setting.
- May open and secure buildings at the start and end of the workday; responsibilities may include, but are not limited to, duties such as locking/unlocking building entrances and classrooms, turning lights off and on, adjusting heating and air conditioning, raising and lowering flags, respectively.
- Disinfect and clean student work areas such as but not limited to, desks and/or tables on a daily basis; disinfect and clean frequent touchpoints such as but not limited to, door handles, drinking fountains, and light switches on a daily basis to reduce the spread of germs and/or communicable diseases.
- Provide immediate first responder support during building emergencies such as those requiring the proper handling and disposal of bloodborne pathogens or other bodily fluids, non/hazardous spills, and providing other safety-related exposure assistance if/when trained and deemed appropriate.
- Maintain fully stocked paper and soap supplies in lavatories; clean and disinfect toilets, sinks, and stall walls and doors on a daily basis.
- Sweep, vacuum, and mop floor surfaces and outdoor entrance areas on a daily basis; remove wax build-up along seams of baseboard, strip, wax, and buff floor surfaces as needed, not less than once a year.
- Perform routine and regular cleaning and sterilization of cafeteria tables, fixtures, and floors before, during, and following the service of meals or student concessions.
- Ensure regular cleaning of all remote learning and/or activity sites as deemed necessary by the Lead Custodian and/or Building Principal; examples may include but are not limited to, the trades buildings, tennis courts, LINKS classroom, or football/practice fields.
- Empty trash receptacles throughout the facility as necessitated, but not less than once a day; dispose of trash into compactors, dumpsters, and/or recycling receptacles for proper disposal; regularly wash and disinfect trash receptacles to maintain a clean, sanitary appearance; pick up loose trash outdoors that is within the immediate vicinity of the facility to maintain a clean, welcoming, and sanitary environment.
- Regularly, but not less than once a semester, wash windows and ledges, clean and wash whiteboards, clean lint, dust, and dirt from stationary objects such as, but not limited to, lockers, furniture/shelves, fixtures, air handling vents, and trophy cases.

- Performs minor maintenance on appliances, equipment, and/or fixtures, as abilities will allow. Examples include, but are not limited to, replacing light bulbs, HVAC filters, and adjusting desks/tables to balance surface areas.
- Arranges furniture and/or fixtures for meetings, events, and cleaning/custodial duties; may need to manipulate heavy heavy objects with safe, team-lifting/moving practices.
- Regularly make preparations for school and/or community events or activities including, but not limited to, setting up fixtures and ensuring lavatories and locker rooms are fully stocked with paper products and soaps beforehand; perform necessary clean up such as, but not limited to, blowing debris out of bleachers, spot mopping bleachers, picking up and disposing of trash, emptying trash receptacles into dumpsters, and performing additional cleaning of common areas and lavatories following events or activities.
- Assists in loading and unloading of building supplies as needed; arranges boxes, materials, and other supplies in a neat and orderly manner.
- Ensures proper care in the use and maintenance of equipment and cleaning agents; promotes continuous improvement of workplace safety and environmental practices; maintains locked storage and regular inventory of sharps, chemicals, and other otherwise known hazardous or harmful materials; maintains supply levels by the prescribed procedure.
- Clear sidewalks, school porch, and all facility entryways from snow using a hand shovel or snow blower; occasional work in inclement weather; assist in the general care of school grounds and exterior of the building.
- May use hand or power tools to perform minor repairs and/or custodial duties; often climbs ladders to perform cleaning or light maintenance duties.
- Notifies the Lead Custodian and/or Building Principal when major repairs are needed which may include submitting or recommending work orders; read, understand, and follow oral and written instructions provided by the Lead Custodian and/or Building Principal; read, understand, follow and enforce safety procedures; serve as a representative on safety teams when requested; communicate effectively both verbally and in writing; thoroughly complete assigned tasks independently, occasionally with frequent interruptions and changing priorities, in a timely manner.
- Performs seasonal and/or project-based custodial functions; examples may include, but are not limited to, painting, removing chewing gum and/or graffiti from fixtures, deep cleaning lockers, and general landscaping work.
- Work involves moderate exposure to unusual elements, such as dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises; requires considerable physical activity (primary part of job, more than 70%), heaving lifting, pushing, or pulling required of objects up to 50 pounds, and some exposure to hazards or physical risks which require following basic safety precautions.
- Regular attendance and punctuality are necessary to fulfill the duties of this position.

- Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- Maintains professional competence through in-service education activities provided by the district and/or professional growth activities and university courses.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.