



JOB DESCRIPTION **Campus Custodian**

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The Campus Custodian, under the supervision of the Head Custodian, follows routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED preferred
- None specified

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Punctual and dependable

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to read and understand instructions for cleaning, maintenance, and safety procedures
- Knowledge of minor repair techniques and building and grounds maintenance
- Ability to operate cleaning equipment and lift heavy equipment
- Ability to properly handle cleaning supplies
- Ability to carry out directives from supervisor
- Ability to report to work on time
- Must be able to understand instructions and communicate in basic English
- Ability to read and interpret documents such as safety rules, operating maintenance instructions, and procedure manuals

DUTIES AND RESPONSIBILITIES:

1. Keeps the building clean, sanitary and comfortable during duty hours.
2. Sets up tables and equipment for meetings or assemblies as required.
3. Guards against fire and accident hazards by keeping all fire-fighting equipment in serviceable condition.
4. Reduces operation and maintenance cost of custodial program to the minimum without reducing efficiency.
5. Improves the appearance of buildings by keeping them clean and orderly.
6. Mows and details grounds around school campus as instructed. Sweeps grass cuttings, trimmings, and picks up trash and places in school dumpster.
7. Follows procedures for locking, checking and safe guarding facilities.
8. Helps prevent property loss that may be caused by abuse, freezing, neglect or careless usage.
9. Practices economy by turning off all utilities when not needed, and practices "preventive maintenance" by keeping all door stops, lock, etc. in serviceable condition.
10. Keeps floors clean, waxed, and buffed as scheduled.
11. Keeps restroom fixtures, hardware, tile, mirrors, etc. clean and replenishes supplies as needed.
12. Cleans door facings and washes windows as scheduled.
13. Maintains school yard as scheduled.
14. Attends custodial training and/or inservice sessions.
15. Reports any damage or maintenance needs to proper authority.
16. May be required to do some painting.
17. Keeps light bulbs and tubes replaced.
18. Follows daily duty schedule as assigned by head custodian.

19. Operates tools and equipment according to established safety procedures.
20. Follows established safety procedures to perform job duties.
21. Moves furniture or equipment as required.
22. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to concentrate, communicate effectively (verbal and written), interpret, reason, understand verbal instructions, read, coordinate, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry heavy weight (45 pounds or more), stand, walk, climb stairs, balance, stoop, kneel, crouch, crawl, pull, push, reach, perform repetitive hand motions, hear, speak, maintain visual acuity, distinguish colors drive and travel within the district. Must be able to work inside and outside in temperature extremes, low or intense illumination, vibration, work on slippery or uneven surfaces, biological exposure (insects, molds, fungi, bacteria, animals, plants, etc.), chemical exposure (asbestos, fumes, vapors, gases, dusts, smoke, etc.), sunlight exposure, works with hands in water, works around machines with moving parts, may work alone, may experience unusual fatigue factors, and may work prolonged or irregular hours during certain times of the year.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, and weed eater.

Manual Trades Pay Grade: 3

Days: 260

Wage/Hour Status: Nonexempt

Updated: September 30, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.