

CUSTODIAN



Department:	Special Education
Reports To:	Supervisor of Special Education Programs/Administrator of Alternative Educational Program
Group/FLSA Status:	Classified Staff (CEA) / Non-exempt
Revised:	8/23/2012

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Custodian is responsible for cleaning and general upkeep of the facility, including removing garbage, vacuuming, cleaning bathrooms and keeping the sidewalks free from dirt and snow.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Cleans and sanitizes bathrooms using established practices and procedures;
- Cleans, dusts, mops, and vacuums floors;
- Empties trash and recycling;
- Removes snow and debris from sidewalks;
- Orders and maintains cleaning supplies;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of proper and safe use of custodial equipment, chemicals, tools, etc.;
- Comprehensive knowledge of safe use of cleaning agents and possible hazards;
- Ability to follow oral and written directions;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students and staff;
- Ability to handle every day, reoccurring basic assignments and problems;
- Ability to apply regular and repetitive procedures;
- Ability to read and interpret basic workplace data;
- Ability to communicate effectively, both verbally and in writing, with students, staff, and vendors;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software;
- Ability to operate cleaning equipment (i.e. vacuum, carpet cleaner, etc.)

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- High school diploma or GED and some experience in a job-related field that enables performance of all aspects of this position.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Valid driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Supervisor of Special Education Programs / Administrator of Alternative Educational Programs;
- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days during the summer;

- This work requires the exertion of up to 50 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.