

## **Wyoming City School District Job Description**

**Job Title:** Custodian  
**Reports To:** Maintenance Supervisor  
**FLSA Status:** Classified  
**Revised Date:** 09.23.2019  
**Board Approved:** 9-22-08

### **GENERAL DESCRIPTION**

The district custodian is responsible for keeping district buildings open, clean, and ready for use and to assure safety and security of the facility. This role is eligible for overtime when applicable and approved by the supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Collaborates with the Maintenance Supervisor and keeps the supervisor abreast of maintenance concerns and emerging issues.
- Be on a weekly rotation for coverage of weekend school events.
- Checks daily to find out if a school activity requires preparation or clean up.
- Takes the initiative to perform routine tasks independently with little or no supervision.
- General aptitude in the trade skills and the ability to do minor repairs. Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district, supports community partnerships that enhance district programs and services.
- Monitors building conditions during working hours, recognizes when problems may be developing (e.g., unusual odors, noises, leaks, etc.).
- Immediately reports suspected problems and/or unsafe conditions or adverse conditions.
- Maintains clear routes to fire exits.
- Effectively keeps the Facilities Supervisor and/or Building Principal informed about work progress and avoids disrupting building activities except during emergencies.
- Anticipates needs and replenishes supplies to avoid work schedule interruptions.
- Helps with the receipt of deliveries, unloads trucks, inspects packages for damage, verifies quantities, organizes and stores supplies.
- Complies with safety regulations and environmental laws.
- Prepares and submits reports, records, and inventories as directed, ensuring data is entering accurately.
- Promptly documents all injuries that require medical attention.
- Assists with snow removal operations during the school day and non-school days in order to ensure that facilities are safe and accessible.
- Reports student discipline problems, vandalism, and other related concerns.
- Acts responsibly to protect district equipment and property.
- Reacts productively to interruptions and changing conditions.
- Take appropriate action during adverse weather conditions.
- Accessible and responsive to building and/or service emergencies.
- Helps deal with unexpected circumstances or pressing district needs as directed.

- Directs visitors to the office, secures job site at the end of the workday.
- Takes precautions to ensure staff/student safety, watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.).
- Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Keeps current and shares knowledge about advances in equipment technology.
- Respects personal privacy, maintains the confidentiality of privileged information.
- Participates in professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate school issued work attire and maintains a neat and professional appearance.
- Assists other school staff members in any reasonable way to ensure safe and efficient operation of the school.
- Maintains an acceptable attendance record and is punctual.
- Demonstrates professionalism and contributes to a positive work environment.
- Maintains up-to-date knowledge of technology utilized by the district.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as assigned.
- Reacts productively to interruptions and changing conditions.
- Complies with drug-free workplace rules and board policies.

### **SUPERVISORY RESPONSIBILITIES**

This job has no adult supervisory responsibilities except to supervise safe operation of the facility when non-school groups are using the building.

### **QUALIFICATIONS**

A high school diploma is required for this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements list are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must meet all job-related medical and physical ability standards. A valid driver's license is necessary, and the individual must meet all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, write and comprehend directions, short correspondence and memos. Ability to write routine reports and documents. Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid certificate/license as issued by the Ohio Department of Education; Certificates, Licenses and/or registrations as applicable to position duties and responsibilities and/or as required by the Board of Education; Valid driver's license.

### **OTHER SKILLS AND ABILITIES**

Must possess skills in reading, writing and math for the purpose of making necessary measurements, reading of gauges and instruments, mixing chemicals or other related items as applicable. Ability to apply common sense understanding to carry out written or oral instructions. Ability to solve practical problems and deal with a variety of variables in situations that may arise. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to use computers where applicable. Ability to perform duties with awareness of all district requirements and Board of Education policies.

### **PHYSICAL DEMANDS**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable:

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours, including rotational on call schedule for weekend coverage.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes, including snow removal
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Performs other specific job-related duties as assigned
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.

Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician. Satisfactory clearance to perform essential duties and responsibilities will be required for employment.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Must be able to perform duties in inclement weather.

### **EQUIPMENT OPERATED**

Vacuum cleaner, electric and propane buffer, electric and propane scrubber, carpet extractor, snow blower, leaf blower and various hand tools associated with the cleanliness and maintenance of district facilities

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*