

JOB DESCRIPTION

JOB TITLE: Custodian

Report Identification Code: edmcst

Job Purpose Statement: The job of "Custodian" is done for the purpose of maintaining an attractive, sanitary and safe facility; providing adequate arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

Essential Job Functions:

- * **Arranges** furnishing and equipment, etc. for the purpose of preparing for school functions, activities and events.
- * **Cleans** facilities, buildings, grounds, etc. for the purpose of maintaining safe, sanitary and attractive work environments for students and staff.
- * **Communicates** with staff and students for the purpose of informing others of events, problems and other needs in maintaining facilities.
- * **Secures** buildings, gates and building grounds for the purpose of ensuring safety and reducing vandalism to property.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Repairs** furniture and equipment for the purpose of ensuring safe working order and the availability of equipment when needed.
- * **Requests** supplies and equipment for the purpose of maintaining inventory and ensuring availability of items as needed to properly maintain facilities.

Job Requirements - Qualifications:

- * **Experience Required:** Job-related experience with increasing levels of responsibility
- * **Skills, Knowledge and/or Abilities Required:**

Skills to: use cleaning agents, supplies and equipment; perform basic arithmetic functions to calculate accurate dilution of cleaning agents; use English in both written and verbal form to communicate effectively with staff, students and the public; and make common sense decisions.

Knowledge of: methods and use of cleaning materials, equipment and supplies; and safe work practices.

Abilities to: understand and carry out oral and written instructions; adhere to safe work practices; work independently with minimal supervision; perform a variety of tasks; adjust to flexible assignments; perform tasks in an environment with many distractions and interruptions; work cooperatively with others; interact with persons of different age groups and cultural/educational backgrounds; work under time constraints; meet deadlines and schedules; and plan and manage projects; able to work in confined areas.

Significant physical abilities include walking for prolonged periods, lifting/carrying/

pushing/pulling, climbing/balancing, stooping, reaching/handling, talking/hearing conversations and other sounds, near/far visual acuity/depth perception.

- * **Education Required:** Some high school education.
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability.

Preferred Qualifications:

- High school Diploma or equivalent.