

LAKOTA LOCAL SCHOOL DISTRICT JOB DESCRIPTION

Position: Custodian

Department: Buildings and Grounds

Reports to: Manager, Facilities and Operations

Hours: 8 hours per day; 5 days per week

Contract: 260 Days

SUMMARY:

To provide a clean, safe and hygienic environment that encourages student learning.

MINIMUM EDUCATION:

High School Diploma or GED required.

MINIMUM EXPERIENCE/ESSENTIAL QUALIFICATIONS:

RESPONSIBILITIES:

- Dust mopping tile rooms, halls, stairs, stage, and elevator
- Mopping cafeteria and scrub
- Mopping classrooms, bathrooms and halls
- Cleaning clinic, sanitizing counter top and beds, mopping floor
- Removing black marks from hallways and classrooms
- Removing trash from all rooms and replace liners
- Sweeping all rooms
- Cleaning glass and mirrors
- Dusting rooms
- Wiping door knobs, handrails
- Scrubbing hallways
- Wiping walls down
- Washing countertops and tables
- Washing windows
- Vacuuming carpets, doormats
- Buffing floors
- Cleaning up after sick children
- Monthly dusting of vents, window blinds, univents, vending machines, pictures, ceiling fans
- Cleaning and emptying pencil sharpeners
- Spraying garbage cans as needed
- Cleaning around dumpsters
- Weekly dusting computers, TVs, locker tops
- Cleaning gym
- Repairing chairs when necessary for safety
- Taking trash to dumpsters

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

- Cleaning light switches
- Removing gum from floors
- Cleaning floor drains when necessary for safety
- Cleaning off graffiti
- Emptying dirty diaper pails
- Cleaning up body fluids
- Moving classrooms
- Reporting major repairs to the head custodian
- Dusting and moping stage
- Straightening desks and chairs as necessary for required cleaning
- Wet moping bleachers and gym floor
- Removing signs, posters, tape
- Moving furniture
- Scrubbing bus bays that mechanics use daily (Service Center)
- Helping train new custodians
- Wearing walkie-talkie and/or pager
- Helping manage crowd control—public and students and remove students from certain areas
- Securing building
- Setting alarm
- Responding to fire alarm panel
- Contacting proper people in case of emergency
- Putting up gates in building to restrict night access
- Making sure emergency doors are closed and locked
- Fixing mop water specifically for restrooms
- Wiping restroom stalls
- Disinfecting restroom water fountains
- Wiping out sinks
- Unstopping toilets
- Checking restroom personal boxes
- Disinfecting restroom toilets, urinals, sinks
- Getting cart ready for the day – mops, dust rags, spray bottles, sweeper
- Adjusting temperatures in the building
- Gathering supplies to begin working
- Checking equipment wires and plugs for wear
- Checking vacuum equipment to see if bag needs to be changed
- Doing laundry as needed where facilities are provided
- Maintaining custodian closet – clean and stock
- Checking boilers and air compressor
- Salting walkways
- Maintaining scrubber equipment - fill, change pads to brushes and charge machine
- Cleaning equipment used for cleaning
- Setting up for market day
- Picking up the outside of the building
- Taking copy paper to workroom
- Changing filters
- Changing lights
- Removing snow
- Opening gate for buses
- Changing sign board
- Emptying outside trash cans
- Unloading and loading supplies

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- Making minor maintenance repairs
- Emptying humidifiers
- Cleaning up from maintenance if there is repair or construction in the classroom
- Replacing ceiling tiles
- Moving cafeteria tables/chairs, scrubbing and resetting
- Helping with heavy deliveries to kitchen and cafeteria
- Taking grease out of kitchen
- Cleaning cafeteria kitchen
- Spraying off cafeteria kitchen mats
- Assisting with cafeteria duty
- Setting up and breaking down cafeteria tables
- Spot washing walls as needed
- Bringing toys and balls in from the playground
- Cleaning up sand box areas
- Participating in bus duties
- Putting labels on buses so each student can find his or her bus
- Monitoring students as they get on bus
- Taking signs off buses after students get on the bus
- Setting up for concerts and other special events
- Assisting teachers, parents, students and PTA/PTSO as time allows
- Helping train new custodians
- Checking weekly bulletin for activities in evenings
- Providing customer service
- Cleaning bugs out of light fixtures
- Blowing out univents and heaters
- Stripping and waxing floors
- Washing furniture, walls and chalkboards/marker boards
- Shampooing carpets
- Cleaning marks off student desks
- Clean inside and outside windows

EMPLOYMENT REQUIREMENTS:

- Work is performed in a school/office environment
- Ability to lift up to 50 lbs. on a routine and ongoing basis
- Bending, Lifting, Twisting and repetitive motion required
- Valid driver's license required
- Ability to utilize automated office equipment
- Willingness to learn throughout the course of employment

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