

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title:	Custodian	Wage/Hour Status:	Nonexempt
Reports to:	Custodial Foreman/Lead Custodian	Auxiliary Pay Grade:	2 (260 Days)
Dept./School:	Assigned Campus	Date Revised:	09/03/2021

Primary Purpose:

Clean and maintain district facilities using routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

Qualifications:

Education/Certification:

None specified

Special Knowledge/Skills:

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

Experience:

None

Major Responsibilities and Duties:

Cleaning

1. Perform cleaning duties as assigned and as scheduled that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
2. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat, clean and free of trash.
3. Comply with local laws and procedures for storage and disposal of trash.
4. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.
5. Maintain as assigned flower beds which could include weeding, watering, and removing trash.

Maintenance and Repair

6. Assist with lunchroom set up, including arranging tables and chairs.

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7. Perform preventive maintenance to ensure the comfort, health, and safety of students and staff. Make minor building repairs as needed.
8. Report major repair needs to lead custodian and principal.
9. Move furniture or equipment within building as directed by lead custodian and/or principal.
10. Assist in setting up facilities for special events.

Safety

11. Assist with opening and closing building each school day.
12. Follow established procedures for locking, checking, and safeguarding facilities.
13. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
14. Inspect machines and equipment for safety and efficiency.
15. Operate tools and equipment according to established safety procedures.
16. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
17. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
18. Follow District safety protocols and emergency procedures.

Other

19. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, and weed eater.

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials; regularly work irregular hours; occasional prolonged hours

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Mental Demands: Maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by: _____

Date: _____