



JOB DESCRIPTION

Number: 45010	Title:	Custodial Worker
Nature of Position	This position is responsible for performing basic cleaning functions for schools and other district buildings.	
Reports To	Title: Head custodian	
Education	Required	<ul style="list-style-type: none"> • High school diploma, GED or certificate of successful completion from SCCPSS
	Preferred	<ul style="list-style-type: none"> •
Experience, Skill, and Certification	Required	<ul style="list-style-type: none"> • Must be able to understand and follow verbal and written instructions and directions • Basic cleaning skills and ability to perform job tasks
	Preferred	<ul style="list-style-type: none"> • Previous work experience in a custodial worker role
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Keeps the assigned work area clean by dusting, mopping, vacuuming, sweeping, buffing scrubbing and waxing floors, cleaning bathrooms, cleaning carpets, collecting and disposing of trash and debris from building and grounds, and other related activities. 2. Moves furniture, equipment, & materials and performs all cleaning activities necessary to keep the building and grounds clean and safe. 3. Assists the Head Custodian and Custodian with minor repairs and maintenance work and maintaining the grounds around the school campus when needed. 4. Reports necessary repairs and safety concerns to Head Custodian. 5. Uses appropriate equipment to strip, scrub, buff, and wax floors, clean carpets, and maintain the grounds around the school campus. 6. Assists in securing school building by turning off lights, locking doors and windows. Also, may assist with opening the school building. 7. Performs other duties as necessary for the effectiveness of the organization and the safety of students and staff. 	
Terms of Employment	Incumbents will be considered "at will." Appropriate pay will be determined based on the Grade as determined by Human Resources and allowable experience. The work calendar will be 217 days. (G-3) Non-Exempt. Revised 07/17	
Approvals	Director Level	DATE
	Chief Level	DATE
	Human Resources	DATE
	Superintendent	DATE



JOB DESCRIPTION SUPPLEMENT

Number: 45010

Title: Custodial Worker

**Non-Essential
Responsibilities**

A responsibility is considered to be "non-essential" (for the purposes of compliance with the Americans with Disabilities Act) if:

- it is shared between multiple incumbents in the job; or
- it could be performed by an employee in another job within the workgroup.

Note the responsibility number from the list in the "Duties and Responsibilities" section for those responsibilities that could be considered "non-essential" based on this definition.

None

**Physical and
Sensory Demands**

Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.

OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.

CLASSROOM Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.

EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS
(Check any that apply to this job and complete the required information.)

- Heavy lifting of up to 60 pounds
- Occasionally climbs up to 10 feet.
- Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.
- Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.
- Sitting or standing for extended periods with no control over rest periods.
- Other: Pushes and pulls brooms, vacuums, buffers, weed trimmer, cleaning carts; must bend, stoop, and crawl. Operates weed trimmer, hedge trimmer, lawn mower, etc.