SUMMARY  Keeps assigned buildings, classrooms, and office spaces in clean and orderly condition. Performs custodial tasks in the care of floors, furniture, walls, and equipment. Performs minor building and grounds maintenance, general gardening work, and operates small, power custodial and ground equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Cleans and polishes lighting fixtures.

Cleans applicable classrooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, cafeterias, and work areas.

Sweeps, scrubs, waxes and polishes floors.

Cleans and vacuums rugs, carpets, upholstered furniture, and draperies.

Dusts furniture and equipment. Polishes metalwork.

Washes walls, ceiling, and woodwork. Washes windows, door panels, and sills.

Empties wastebaskets. Lines wastebaskets with plastic bags.

Transports trash and waste to disposal area.

Replenishes bathroom supplies. Replaces light bulbs.

Cuts and trims grass. Trims hedges and bushes.

Shovels snow/ice. Sprinkles salt/sand on icy walkways/stairs.

Sets up tables and chairs in auditorium or gym.

Performs such other tasks as may be assigned by the Lead Custodian, Custodian Foreman or Principal/Administrator.

SUPERVISORY RESPONSIBILITIES  This job has no supervisory responsibilities.

QUALIFICATIONS  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the
Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION or EXPERIENCE** Less than high school education, high school diploma, or General Education Degree (GED).

**LANGUAGE SKILLS** Ability to read and comprehend instructions, short correspondence, and memorandums in English. Ability to write correspondence in English. Ability to effectively present information in one-on-one and small group (situations to other employees of the organization) in English.

**MATHEMATICAL SKILLS** Ability to add and subtract two digit numbers, and to multiply, and divide.

**REASONING ABILITY** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES** Ability to operate buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, lawn mower, edger, weed eater, and use cleaning supplies. Have knowledge of basic techniques of minor repairs and building and grounds maintenance. Be able to lift heavy equipment.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, see and walk. The employee regularly is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift/move up to 50 pounds. The employee may work on ladders and work alone. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**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.

While performing the duties of this job, the employee is frequently exposed to wet/humid conditions, hot/cold temperatures, toxic or caustic chemicals, dust, and risk of electrical shock. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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**Prepared By:** Joyce Walker, Auxiliary Staffing Specialist  
**Prepared Date:** October 30, 1998  
**Reviewed/Revised By:** Sherri Worley, Coordinator for Auxiliary Personnel  
**Reviewed/Revised Date:** April 22, 2011
The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.