



# APPENDIX F

## MODEL JOB DESCRIPTION FOR A CUSTODIAL WORKER

The following is a model job description for a custodial worker that an education organization can refer to as it develops its own job descriptions. Some of the duties and responsibilities listed may not be applicable to all education organizations. This list is presented only as a resource, and does not represent a standard or agreed-upon convention.

### GENERAL RESPONSIBILITY

The Custodian is responsible for keeping assigned building(s) clean, safe, functional, and secure in accordance with prescribed codes and established district policies and standards. A custodial worker must maintain all assigned building(s) in a state of operational excellence such that they present no interruptions, distractions, or obstacles to the education program.

#### Essential Duties and Responsibilities

- ✓ Perform regular custodial duties in assigned area(s) of building(s).
- ✓ Accept instructions from head custodian/supervisor verbally or in writing.
- ✓ Provide services as necessary to support curricular and extracurricular events and activities.
- ✓ Maintain inventory of custodial/maintenance supplies and equipment.
- ✓ Restock disposable custodial/maintenance items and provide head custodian/supervisor with inventory usage data.
- ✓ Clean and preserve designated spaces, equipment, furniture, etc. in the building(s).
- ✓ Assist visiting members of the public who are utilizing the facilities.
- ✓ Maintain work related records and prepare work reports as directed.
- ✓ Project a positive image for the schools district with his/her team, whenever the public, guests, or visitors are in the building.
- ✓ Work closely with the head custodian/supervisor and/or building administrator(s) to be prepared for scheduled evening activities and unscheduled events as needed.
- ✓ Shovel snow and salts walks as needed.
- ✓ Maintain building and grounds security by opening/closing the building each school day and during special events as directed.
- ✓ Work on call as needed at any time for emergency repairs, equipment monitoring, overtime, or special needs falling outside of normal working hours.
- ✓ Identify and schedule work to be performed during summer, winter, and spring break.
- ✓ Accept other duties as assigned by the Director of Facilities/Administration or his/her designee.

#### Daily Duties

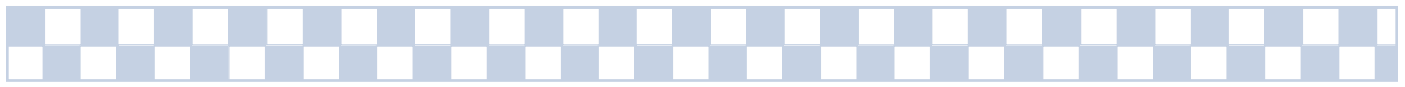
- ✓ Check daily activities schedule to see if any special equipment must be set up.
- ✓ Perform general cleanup—any and all incidents as they arise.
- ✓ Removal snow (as needed) from sidewalks. Note that snow should be removed as it falls rather than after it falls. It should be removed to the bare cement.
- ✓ Inspect entrances and sidewalks for damage, clutter/dirt, malfunction, or other hazards.
- ✓ Vacuum all entrance mats, outside mats, and clean sidewalk up to 10 feet from entrance.
- ✓ Wet mop inside of entrances if wet or in bad condition.
- ✓ Sweep all stairways.



- ✓ Machine vacuum all carpeted corridors, walkways, and 10 feet in from doorway of each room.
- ✓ Clip all carpet sprigs as necessary.
- ✓ Remove all spots from carpet.
- ✓ Extract soiled areas on carpets as needed.
- ✓ Remove gum from floors.
- ✓ Dust mop and sweep corners of all tiled classrooms and adjacent rooms. Wet mop if needed.
- ✓ Spot vacuum all classrooms, offices, and other carpeted areas. Pick up any paper left on floor.
- ✓ Make sure rooms appear orderly.
- ✓ Empty all trash cans (rinse or wash if needed).
- ✓ Put all trash in dumpsters.
- ✓ Remove all marks from walls and lockers nightly.
- ✓ Replace defective light bulbs as needed.
- ✓ Wash all main entrance windows.
- ✓ Thoroughly clean all surfaces in restrooms.
- ✓ Clean all drinking fountains.
- ✓ Lock all doors as directed by the director of facilities/administration or his/her designee and lock all outside doors as soon as daily activities are over.
- ✓ Close and lock windows.
- ✓ Clean all equipment after use (e.g., mop buckets and custodian's service sink).
- ✓ Hang up brooms, dust mops, and wet mops. Do not stand them against wall.
- ✓ Clean and straighten janitor's closet.
- ✓ Keep shelves and supplies in neat order and stocked with supplies.
- ✓ Turn in any items or articles found to the Lost and Found Department.
- ✓ Check entire area for vandalism and report to the director of facilities/administration or his/her designee.
- ✓ Assist other employees with cleanup after large activities (e.g., after a basketball game).
- ✓ Accept other duties as assigned.

### **Weekly Duties**

- ✓ Sweep under all entrance mats (both inside and outside).
- ✓ Dust mop and sweep out corners of all the tiled areas that are not covered under daily routines.
- ✓ Vacuum all carpets thoroughly in all classrooms and work areas according to schedule.
- ✓ Wet mop tiled areas. Wax, if needed.
- ✓ Wash all desktops, chairs, and furniture according to schedule.
- ✓ Dust everything in rooms and corridors according to schedule.
- ✓ Make sure all lockers are dusted and marks removed.
- ✓ Wash all hallway door windows.
- ✓ Clean cove molding and edges thoroughly.
- ✓ Vacuum blackboard erasers.
- ✓ Wash all blackboards, chalkboard rails, and marker boards according to schedule.



- ✓ Wash display case glass, if needed.
- ✓ Check the furniture once a week for breakage and either repair it or report it to the head custodian/supervisor.
- ✓ Check all playground equipment for damage or unsafe conditions and inform Plant Service of repair needs.
- ✓ Accept other duties as assigned.

### **Monthly Duties**

- ✓ Vacuum or clean all intakes and exhaust ventilating louvers in ceiling of every room.
- ✓ Clean out all storage rooms.
- ✓ Accept other duties as assigned.

### **Winter and Spring Break Duties**

- ✓ Light-scrub and re-wax all hard tile floors. Strip, if needed.
- ✓ Extract carpeted rooms as needed.
- ✓ Extract entrance mats.
- ✓ Lightly dust all rooms.
- ✓ Wash all desktops.
- ✓ Wash inside of all windows.
- ✓ Scrub floors and clean all walls and partitions in restrooms.
- ✓ Make sure all sinks, urinals, and stools are cleaned (in, under, and around).
- ✓ Accept other duties as assigned.

### **Summer Duties**

- ✓ Wash all windows inside and out.
- ✓ Wash all desks (including teachers') inside and out.
- ✓ Wash all walls as needed.
- ✓ Remove all dirt from lights and high-dust everything.
- ✓ Wash all doors and frames. Pay special attention around lock assembly.
- ✓ Scrub all floors and re-wax, strip if needed.
- ✓ Thoroughly vacuum all carpeted areas and extract.
- ✓ Completely clean all fixtures, furniture, ceiling, walls and floors.
- ✓ Accept other duties as assigned.

### **Working Conditions**

The work environment characteristics described here are representative of those that a custodian encounters while performing the essential functions of the 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 regularly works indoors and will occasionally work outdoors, including during both hot and cold weather. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate. Some evening and weekend work can be expected on a regular basis (i.e., more than twice per month).

There is a high probability that contact with blood-borne materials will occur within daily duties. All duties and procedures are to be performed within health safety standards as established by local and state OSHA and school district emergency procedures.



## Equipment Used

The custodian should expect to move, operate, and clean various manually powered brooms, mops, vacuums, dusting tools, and snow shovels as well as mechanically powered waxing and buffing equipment. He/she will be expected to climb and work from ladders as necessary. The custodian will also handle and apply chemical cleaning agents, some of which may be toxic if handled improperly. All custodial staff will undergo training with regard to equipment and chemical use.

## General Qualifications

To be eligible for employment as a custodian, a person shall demonstrate the knowledge, skills, and experience necessary to complete the assigned work efficiently. The person must be able to operate, maintain, and make adjustments to various types of equipment, as needed. He/she must also have the ability to pass a written and physical test, as well as establish and maintain effective working relationships with students, staff, and the community. He/she is required to perform duties within the expectations of all district requirements and board of education policies. He/she must understand proper procedures, hand-book rules, school schedules, (i.e., practice times, game times—both home and away) and maintain confidentiality with regard to students and staff. He/she must also be available for duties on some Saturdays, Sundays, and evenings as assigned.

Moreover, the individual must be adaptable to working around children and possess skills for maintaining school buildings in a manner acceptable to the general health and safety standards of school buildings. He/she must also develop a basic understanding of the following areas: board of education policies and administrative regulations, school public relations, the role and function of public schools in the community, safe operation of mechanical equipment, and the importance of developing constructive working relationships with supervisors, fellow workers, students, the general public, and visitors to the school.

## Educational Requirements, Credentials, and Licenses

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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ High school diploma or general education degree (GED). Two years or equivalent experience in the custodial field. Prior leadership experience. Basic computer knowledge; knowledge of building layouts, systems, and controls.
- ✓ Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
- ✓ Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and interpret bar graphs.
- ✓ Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

## Physical Requirements

The physical demands described here are representative of those requirements that must be met by a custodian to successfully perform the essential functions of the 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; walk; use hands and fingers to handle or feel objects, tools, or controls; and give and receive oral and written instructions. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head, and reach forward. The employee frequently uses hand strength to grasp tools and rungs of ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds, including cleaning supplies, pails, and bags/boxes. Occasionally the employee will lift or move up to 80 pounds, including bags of salt and furniture. The employee will sometimes push or pull items such as tables, bleachers, scrubbing machines, etc. This job requires close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## Physical Performance Required to Perform the Job

The custodial position requires that an individual be able to perform the following tasks at the physical levels indicated in order to carry out the essential functions of the job.

	RARELY (1-10% shift)	OCCASIONALLY (11-32% shift)	FREQUENTLY (33-66% of shift)	CONSTANTLY (67-100% of shift)
<b>LIFTING TASKS</b>				
FLOOR TO WAIST LIFTING	100 lbs	80 lbs	50 lbs	– lbs
WAIST TO SHOULDER LIFTING	40 lbs	25 lbs	17 lbs	– lbs
OVERHEAD LIFTING	– lbs	10 lbs	– lbs	– lbs
HORIZONTAL LIFTING	80 lbs	35 lbs	17 lbs	7 lbs
CARRYING: Front Carry	30 lbs	25 lbs	12.5 lbs	– lbs
PUSHING: Horizontal tractive force	40 lbs	30 lbs	25 lbs	12.5 lbs
PULLING: Horizontal tractive force	30 lbs	25 lbs	12.5 lbs	10 lbs
POWER GRIPPING: Right	19 lbs	16 lbs	10 lbs	5 lbs
Left	19 lbs	16 lbs	10 lbs	5 lbs

	RARELY (1-10% shift)	OCCASIONALLY (11-32% shift)	FREQUENTLY (33-66% of shift)	CONSTANTLY (67-100% of shift)
<b>MOVEMENT TASKS</b>				
REACH: Overhead			✓	
Right			✓	
Left			✓	
Lateral			✓	
SQUAT: Sustained			✓	
Repetitive			✓	
BEND				✓
HEAD/NECK: Flexion			✓	
Rotation			✓	
Static flexed position			✓	

### Channels of Authority/Organizational Relationships

The Custodian is responsible and accountable to the head custodian/supervisor and director of facilities.

### Evaluation Mechanisms

The custodian undergoes an annual formal written evaluation by the head custodian/supervisor and semiannual face-to-face evaluation meetings.

### Position Status

The position of custodian is categorized as at-will within the school district.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.