

Custodian

PRIMARY FUNCTION

The Custodian provides a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. To accomplish these tasks the Custodian must work closely with the staff and administration of the Line Mountain School District.

SUPERVISOR

- Responsible to the Head Custodian.

COMPENSATION

- Administrative salary schedule and benefits to be established by the Board of School Directors in accordance with Classified Plan.
- Twelve (12) month year.

QUALIFICATIONS

- High school diploma or equivalent.
- Ability to read chemical labels.
- Ability to work independently without supervision.
- Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
- Desire to continue career improvement.

ESSENTIAL FUNCTIONS

- Provide a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities.
- Ensure that all activities conform to district guidelines.
- Communicate effectively with all members of the school district and community.
- React to change productively and handle other tasks as assigned.
- Appropriately operate all equipment and machinery as required.
- Support the value of an education.
- Support the philosophy and vision of the Line Mountain school District.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

- Requires prolonged sitting or standing.
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Requires stooping, kneeling, crawling, bending, turning, and reaching.
- Requires climbing and balancing.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.
- Must work in and around dust, fumes, and odors.

GENERAL RESPONSIBILITIES

- Keep building and premises (including sidewalks, driveways, and play areas) neat and clean at all times.
- Clean classroom and office floors daily.
- Dump pencil sharpeners.

- Dump trash and replace bags.
- Dust furniture. Line up desks.
- Clean blackboards, erasers, and chalk trays.
- Clean classroom sinks.
- Clean corridors each day.
- Dust locker tops, wash and repair as needed.
- Clean drinking fountains daily.
- Mop restroom floors and clean all sanitary fixtures daily.
 - Clean mirrors.
 - Fill soap, towel, and toilet paper dispensers.
- Sweep bleachers, stage, and stairs.
- Clean behind bleachers.
- Mop as needed.
- Replace ballasts and bulbs.
- Throughout the building, replace light bulbs as needed.
- Remove gum, tape, and marks from floor and walls.
- Dust walls as needed.
- Clean air return and vent louvers as needed.
- Change HVAC filters.
- Dust window ledges.
- Buff and recoat floor as needed.
- Wash windows inside and outside at least twice each year, and more frequently if necessary.
- Sweep & shovel, walks as appropriate.
- Close buildings each school day.
- Raise the United States and PA flags before school commences and take down the same after closing.
- Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- Check emergency lights and fire extinguishers, fill in date and initial the tag.
- Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Ensure that all doors and windows are secured and all lights are turned off (except as necessary for safety reasons) at the close of school each day.
- Immediately report unauthorized persons to the Principal.
- Immediately report damaged school property to the Principal.
- Move furniture or equipment within buildings as required.
- Maintain mechanical equipment as directed.
- Make minor building repairs, and promptly report needed major repairs to the Buildings and Grounds Supervisor.
- See that district policies are observed at all times.
- Keep abreast of new information, innovative ideas and techniques.
- Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan.
- Meet all district and building guidelines / procedures for the position.
- Other duties as assigned by the Director of Plant Operation and Maintenance, Head Building Custodian, or Administrative Staff.

EVALUATION

- Performance will be evaluated by the Director of Plant Operation and Maintenance on the basis of this job description and in accordance with the provision of Policy on Evaluation of Classified Personnel.
- This description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.