

**CHIPPEWA LOCAL SCHOOLS BOARD OF EDUCATION  
JOB DESCRIPTION**

<b>Position:</b>	Custodian
<b>Reports to:</b>	Building Administrator
<b>Employment Status:</b>	Regular/Full-time
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	Provide a safe clean environment for students, staff and public. Assist Head Custodian in cleaning, maintaining, and daily operation of school building. Act as replacement during Head Custodian's absence as directed by the administration
<b>NOTE:</b>	The below lists are not ranked in order of importance

**Essential Functions:**

- Report repair work needs to go to the building administrator and maintenance supervisor. Routine repair work is the responsibility of the custodian and is not to be reported for the maintenance person to do
- Promote good safety practices and procedures
- Interact in a positive manner with staff, students and parents
- Secure building each working day and they shall see that all lights (except night lights) are turned off and all persons are out of the building before leaving the premises
- Provisions will be made for the storage of tools and supplies, and all such cleaning materials, tools and supplies must be kept in their proper places. Keep work and storage areas neat and orderly
- During the hours when teachers and pupils are admitted to the building, the custodian shall cooperate with the Principal in maintaining proper physical conditions
- Each morning, in fair weather, when school is in session, the custodian shall cause the United States Flag (and in some instances, the Ohio State Flag) to be displayed during the school day and shall unfurl no later than sundown
- Responsible for receiving and storing all supplies and equipment, except those educational supplies that shall be distributed to the various departments as directed by the building administrator
- Assist in the unloading of supplies delivered to the building
- In the event of heavy snow all inside and outside walks surrounding the building must be kept shoveled and salted if in any icy condition. All steps and entrances to the building must be free from ice and snow and salted if needed before the opening of school each day
- Floors must be mopped or cleaned to avoid becoming slippery
- Cooperate with the local and state fire inspectors, as well as with the boiler inspector
- **Responsible in March each year for the complete inventory of all janitorial supplies and provide this inventory to the maintenance person – keep aware of low supplies throughout the year.**
- **Above outline does not include annual summer work such as the cleaning of all windows, floors, etc.**
- Assist the maintenance person if directed to do so
- The floors of all classrooms, corridors, and stairways, libraries, gymnasiums, dining rooms, industrial arts rooms, toilet rooms, locker rooms, and offices shall be swept daily. All closets in general are to be swept once per week or as directed
- All furniture and woodwork such as windowsills, baseboards, stair rails, doors, window frames, and corridor lockers must be thoroughly dusted as required by the Principal. Time must be allowed for dust to settle after sweeping before dusting
- The floors in all toilet rooms, locker room and shower rooms are to be mopped daily. Mop weekly, or as directed, all offices, stairways and corridors
- At least twice during the school year all floors including classrooms, auditoriums, cafeterias and libraries should be mopped or buffed and rewaxed
- Gymnasium floors should be mopped and refinished only as directed

- Toilet bowls and urinals must be washed daily and treated with disinfectant at least once each week. All wash basins and drinking fountains must be cleaned with scouring powder or equivalent daily
- All excelsior, paper, sweepings, rags or other rubbish of inflammable nature must be gathered daily in bags or other containers provided and placed in the dumpster or such locations as are designated by the Head custodian
- Responsible to care for playground area, i.e., properly prepared for recess, emergencies, drills
- Be aware of building activities and the work/help needed to prepare the area in a timely manner. (i.e. Senior Citizens, Veteran's Day, tournaments, plays, etc.

**Other Duties and Responsibilities:**

- As may be assigned by Building Administrator and/or Superintendent

**Qualifications:**

- High school diploma or general education degree (GED)
- One to two years related experience
- Must be able to demonstrate a basic knowledge of electrical, plumbing, painting
- Must be able to demonstrate the ability to use most common hand tools
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Knowledge of basic electrical and plumbing repairs
- Knowledge of appropriate safety procedures
- Training in the proper care and storage of chemicals, e.g., OSHA/PERRAC training
- Ability to read and understand verbal and written instructions, written warnings and labels
- Working knowledge of assigned building and alarm systems
- Must be knowledgeable in the correct way to repair a variety of materials, i.e., floor tile replacement, repairs to wood, plastic, fiberglass, etc.
- Knowledge of air compressor/thermostats

**Equipment Operated:**

- Various hand and plumbing tools
- Vacuum cleaners
- Wet and dry vac
- Floor waxing machine
- Ladders
- Lawn equipment
- Snowblower
- Floor scrubbers
- Various power tools
- Snow removal and landscaping equipment
- Scrubbers and buffers
- Power washer
- Stripping machine
- Portable air compressor

**Additional Working Conditions:**

- Frequent exposure to blood, bodily fluids and tissue
- Occasional operation of vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays, except calamity days
- Occasional interaction among unruly children
- Occasional climbing of ladders and stairs
- Frequent excessive standing, e.g., to perform repairs
- Frequent requirement to walk in excess of 2-3 miles per day, e.g., cleaning, making deliveries
- Frequent repetitive hand motion, e.g., waxing, mopping, sweeping
- Frequent excessive exposure to noise, e.g., power tools, vacuum sweeper
- Occasional exposure to outdoor weather conditions

- Occasional requirement to push and pull various items up to a maximum of 300 pounds (on wheels)
- Occasional requirement to lift and carry various items up to a maximum of 65 pounds
- Occasional requirement to travel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adoption date: 3-22-10