District Office
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TITLE: CUSTODIAN (Full Time - PM Shift)	**FLSA:** Exempt
REPORTS TO: Director of Operations	**POSTED:** July 12, 2021
SALARY: Commensurate with Contract - $13.25/hour with health insurance provided	**NUMBER OF DAYS:** Full Year Position
	TYPICAL WORK HOURS: 3:00-11:30 PM
LOCATION: To Be Determined	

POSITION SUMMARY

Under general supervision, performs building cleaning and facilities maintenance work in schools and administrative buildings. Work of the class involves varied building cleaning duties and related facilities and grounds maintenance work. Employees work shifts. They receive on-the-job training in the application of simple manual skill and use of cleaning tools, equipment, and supplies to clean the interior of buildings, other facilities and surrounding areas. Nature of work is repetitive and requires sustained physical effort and involves some heavy work in moving or lifting furniture and equipment with some exposure to accident and injury hazards and disagreeable elements. Employees who possess the appropriate certificate may be assigned responsibility for checking or operating heating, ventilating, and air-conditioning equipment.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act (ADA).

- Cleans and sweeps classrooms, offices, cafeterias, gymnasiums, and other rooms; empties trash baskets, dusts furniture, cleans doors, windows and trim; removes stains from floors, walls, and glass; cleans hallways and stairwells; strips old wax from and applies new wax to floors, using hand and power tools; wets mops and buffs floors; cleans lavatories and locker rooms, and replaces towels and other supplies; washes windows, display cases, glass doors, and other fixtures; cleans and polishes brass, other metal work, and mirrors; cleans and maintains terrazzo, tile, carpet and other floor surfaces and baseboards; cleans and maintains a variety of other surfaces such as ceilings, walls, chalkboards, counter and table tops, lockers, etc.
- Cleans and maintains restrooms and locker rooms.
- Paints as appropriate.
- Replace light bulbs; makes simple minor adjustments and repairs to plumbing, electrical, and other building fixtures; checks heating and ventilating of buildings and may replace filters in heating and ventilating units; polices buildings and grounds and observes and reports

hazardous or otherwise defective conditions; operates power mower in cutting lawns and cleans up rubbish from grounds and adjacent areas; clears snow from walks and parking lots.
- Delivers incoming supplies and equipment; assists school staff by making deliveries to classrooms, moving furniture and other heavy objects between rooms and performing other manual or strenuous tasks.
- Maintains safe and secure building conditions and appearance and safety of grounds. Reports maintenance and supply needs.
- Performs a variety of related work as required.
- Performs other duties assigned by the Director of Operations or their designated representative.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION:
- GED or High School Diploma

EXPERIENCE:
- Experience in general cleaning of buildings and grounds is preferred.
- Experience working in school buildings is preferred.
- Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:
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, mill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Good Attendance is mandatory**
- Knowledge of the methods, materials and practices of building and grounds work, and of the proper use and care of mops, brooms, scrubbing brushes, waxing machines, vacuums, power buffers, lawn mowers, and similar equipment.
- Ability to read and write.
- Ability to use and care for building service equipment and supplies according to written and oral instructions.
- Ability to maintain good relationships with teachers, children, other employees, and the general public.
- Good human relations and communications skills.

CERTIFICATES, LICENSES REGISTRATIONS:
- None required.

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

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. Special requirements such as lifting heavy objects and frequent climbing. Sufficient physical strength to permit the lifting and moving of heavy objects at least 50 pounds and to perform manual labor.

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. The noise level in the work environment usually varies. Work is performed indoors and outdoors all year round.

If interested in this position, please apply through FastTrack. A completed online application is required for all applicants.
Applications will be accepted until the position is filled.

It is the policy of St. Johns Public Schools that no person or applicant shall be discriminated against based on any protected class, be excluded from participation in, or be denied the benefits of any program or activity and in employment.