

**FREMONT SCHOOL DISTRICT
POSITION DESCRIPTION**

POSITION TITLE: Custodian

QUALIFICATIONS:

1. High School Diploma
2. Able to meet the physical requirements of the job as described in the ADA description at the end of this document.
3. Able to follow the direction of the Director of Buildings & Grounds
4. Friendly demeanor and pleasant personality with children
5. Experience and other qualification as specified by the Superintendent

REPORTS TO: The Director of Buildings & Ground

JOB GOALS:

- To provide students and staff with a clean, safe educational environment on a daily basis.

PERFORMANCE RESPONSIBILITIES:

1. Daily duties are defined by the Director of Buildings & Grounds. A list of possible duties is found in Appendix A of this document.

TERMS OF EMPLOYMENT:

1. 260 days
2. Work day subjective to individual employment contract per collective bargaining agreement.
3. Clear criminal background check
4. Verification of health to perform job
5. Valid driver's license

EVALUATION: Annually by the Director of Building & Grounds

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

1. Lift up to 10 lbs.:	Occasionally required
2. Lift 11 to 25 lbs.:	Occasionally required
3. Lift 25 to 50 lbs.:	Occasionally required
4. Lift over 50 lbs.:	Occasionally required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Occasionally required
8. Carry over 50 lbs:	Occasionally required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Occasionally required

Hand Manipulation:

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Occasionally required
4. Fingering:	frequently required

5. Controls and Equipment:

Computer, telephone, copy and FAX machines, cleaning equipment

Other Physical Consideration:

- | | |
|---------------|-----------------------|
| 1. Twisting: | Occasionally required |
| 2. Bending: | Occasionally required |
| 3. Crawling: | Occasionally required |
| 4. Squatting: | Occasionally required |
| 5. Kneeling: | Occasionally required |
| 6. Crouching: | Occasionally required |
| 7. Climbing: | Occasionally required |
| 8. Balancing: | Occasionally required |

Work Surface (s):

All areas of the building.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

- | | |
|--------------------------|--|
| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and queries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Necessary for safety reasons. |

Specific Vocational Preparation Requirements:

- | | |
|---|----------|
| 1. Short demonstration only | <u>X</u> |
| 2. Any beyond short demonstration up to and including 30 days | _____ |
| 3. 30-90 days | _____ |
| 4. 91-180 days | _____ |
| 5. 181 days to 1 year | _____ |
| 6. 1 to 2 years | _____ |
| 7. 2 to 4 years | _____ |
| 8. 4 to 10 years | _____ |
| 9. Over 10 years | _____ |

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, and parents.

Summary of Occupational Exposures:

May be exposed to cleaning fluids, and copier toner.

Other Considerations and Requirements:

This is a fairly active position and employee is required to do extensive physical exertion. Employee is required to do some lifting. Employee must be fit to undertake the activity of the job.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of the is job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.

APPENDIX A

Typical Cleaning Duties

Daily, Weekly, Monthly, as Needed

1. Restrooms
 - a. Empty wastebaskets.....D
 - b. Mop and disinfect floors.....D
 - c. Clean and disinfect sinks.....D
 - d. Clean and disinfect mirrors.....D
 - e. Clean and disinfect toilet bowls-seats, urinals, & pipes.....D
 - f. Empty sanitary napkin receptacles.....D
 - g. Check hand soap, paper towel, & tissue supplies.....D
 - h. Check the toilets, urinals, faucets, & drains are working.....D
 - i. Clean doors and partitions.....W
 - j. Check deodorant blocks.....W
 - k. Spot clean walls and ceiling.....N
 - l. Replace lights.....N
 - m. Clean baseboards.....N
 - n. Clean radiators.....N
 - o. Clean light fixtures.....N
 - p. Clean exterior of all dispensers (tissue, soap, etc.).....N
2. Classrooms
 - a. Vacuum all carpeted areas.....D
 - b. Sweep all tiles floors with dust mop.....D
 - c. Empty wastebaskets.....D
 - d. Clean sinks and faucets.....D
 - e. Empty pencil sharpeners.....D
 - f. Clean window glass on doors.....D
 - g. Clean chalkboards at the end of the week.....W
 - h. Dust all ledges and other surfaces.....W
 - i. Clean shades or blinds.....N
3. Hallways, Entryways, and Utility Rooms
 - a. Sweep all halls and entryways with a dust mop.....D
 - b. Vacuum entryway carpets.....D
 - c. Clean and disinfect drinking fountains.....D
 - d. Spot clean walls and baseboards.....N
 - e. Dust all ledges, tops of coat racks, and tops of lockers.....W
 - f. Clean door glass & steel plates of gym doors and entryways.....D
 - g. Replace light bulbs.....N
 - h. Clean light fixtures.....N
 - i. Sweep stairs and floors of utility rooms (non-classrooms).....D
 - j. Clean stairs.....W/N
 - k. Wet mop hallways (machine mop if available).....D/W
4. Gym and Stage

- a. Clean and put away tables after lunch.....D
 - b. Sweep entire gym floor.....D
 - c. Machine mop entire gym floor.....D
 - d. Clean gym door glass.....D
 - e. Sweep stage.....W
 - f. Spot clean walls of gym.....N
5. Offices
- a. Sweep office floors and vacuum any carpets.....D
 - b. Empty wastebaskets.....D
 - c. Dust all ledges and other surfaces.....D
 - d. Clean and dust phones.....D
6. Miscellaneous
- a. Ceiling vents throughout the building should be cleaned monthly.
 - b. Signs of vandalism or abuse of facilities should be reported to the principal
 - c. Need for repairs should be reported to the Director of Building & Grounds.
 - d. Setting up and taking down of chairs and tables for various events.
 - e. Snow removal from entryways and walkways and salting as needed.
7. Summer Cleaning and Maintenance
- a. Floor maintenance
 - i. All tiled floors are to be stripped, sealed, waxed, and buffed.
 - ii. During Christmas break or February break, heavily used areas are to be stripped and waxed.
 - iii. All carpeted areas should be shampooed.
 - iv. All baseboards should be cleaned thoroughly.
 - b. Window Care
 - i. All glass (on both sides) is to be thoroughly cleaned once each year during the summer.
 - ii. Window ledges and sills should be cleaned and inspected for wear as well.
 - c. Walls
 - i. All walled surfaces should be spot cleaned throughout the school year. During the summer months the walls should be washed thoroughly.
 - d. Painting
 - i. Each summer part of the interior of the school will be painted per the painting schedule.
 - e. Lockers
 - i. All lockers are to be cleaned and disinfected over the summer months.
 - f. Ventilation fan belts and filters should be replaced, and the coils should be vacuumed out.
 - g.