

Thomas MacLaren School JOB DESCRIPTION

This document was
last reviewed on
May 25, 2017

Job Title: _____ Custodian _____

Reports To: _____ Facility Manager _____

Supervisory: _____ EMPLOYEES _____ CONTRACT WORKERS
Eligible for Overtime: Yes (yes or no)
 If no: _____ PROFESSIONAL _____ EXECUTIVE
 _____ ADMINISTRATIVE _____ OTHER
Pay Type: _____ SALARIED
 X HOURLY

Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.

General Purpose: Maintain the proper upkeep and cleanliness of the buildings, grounds and utility infrastructure of the school campus.

Essential Duties and Responsibilities:

- Perform daily custodial operations including cleaning of classrooms, offices, restrooms, laboratories, stairways, corridors, closets, gymnasium, locker rooms, and lobbies. Maintain the upkeep of the facility and furniture to include repairs, painting, and cleaning. Manage waste disposal.
- Assist the facility manager in the maintenance of the mechanical, electrical, and plumbing systems of the facility.
- Perform routine and special project work on the facility and grounds, for ex. building drama set for school play.

Qualifications:

Required knowledge, skills, and abilities: Experience in custodial work. Self-motivated. Excellent communication skills, works well with a team. Enthusiasm for working in a school environment, serving its students and staff.

Education: High School diploma or GED

Experience: 1 year of experience in facility custodial work is preferred.

Physical Requirements of this position include:

WORKING ENVIRONMENT:	SELDOM	OCCASIONAL	FREQUENT
EXTREME COLD OR HEAT			x
HEIGHTS			x
NOISE			x
DRIVING		x	
WALKING/Uneven Surfaces			x
WORKING ALONE			x
WORK WITH OTHERS			x
MOVING HEAVY ITEMS:	SELDOM	OCCASIONAL	FREQUENT
LIFTING/LOWERING	Over 100 lb	31 lb to 99 lb	1 lb to 30 lb
LIFTING OVER SHOULDER	Over 100 lb	31 lb to 99 lb	1 lb to 30 lb
REACHING OVER SHLDER	Over 100 lb	31 lb to 99 lb	1 lb to 30 lb
CARRYING	Over 100 lb	31 lb to 99 lb	1 lb to 30 lb
PUSHING/PULLING	Over 100 lb	31 lb to 99 lb	1 lb to 30 lb
PULLING	Over 100 lb	31 lb to 99 lb	1 lb to 30 lb

	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near/Far			x
HEARING			x
SPEECH			x
EYE/HAND COORDIN.			x
TRAVEL:			
Local		x	
National	x		
OPERATING MACHINERY:			
Grounds keeping tools			x
Maintenance tools			x
Cleaning tools			x

I have read this job description and understand that it may change at the Head of School's discretion. I meet the required qualifications for this position and can perform the essential functions, with or without reasonable accommodation.

Employee's Signature

Date

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.