

Pittsfield School District

**Job Description – Custodian I**

**Title:** Custodian I

**Purpose:** Provides routine custodial, grounds keeping, and interior and exterior maintenance work in connection with the care and upkeep of school buildings and grounds of the school district; performs all other related work as required.

**Minimum Qualifications:**

1. Education, Training, and Experience: High School graduate; three years of experience in custodial and building maintenance work; or any equivalent combination of education and experience.
2. Knowledge, Ability, and Skill:
  - A. Knowledge: General knowledge of cleaning materials and methods.
  - B. Ability: Ability to follow written and oral instructions. Ability to follow proper methods, procedures, and safety precautions.
  - C. Skill: Skill in operating above mentioned equipment.

3. Physical Requirements:

*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.*

Frequently required to communicate; majority of shift may be spent walking and/or standing. Must be able to manipulate objects, tools, or controls. Must be able to climb or balance, stoop, kneel, crouch or crawl. Occasionally lifts and/or moves objects weighing up to 60 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of a building. Vision and hearing at or correctable to normal ranges.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

1. Removes and collects all trash from the building.
2. May be responsible for opening and/or closing the building
3. Vacuums all carpet; strips and waxes floors, mops all floors, classrooms, and halls as well as utilizes the industrial floor machine on the gym floor.
4. Performs snow cleanup, to include shoveling, plowing, and/or sanding walks and steps as appropriate.

5. Performs maintenance and summer cleaning duties as assigned in accordance with established guidelines and procedures.
6. Performs grounds keeping duties as assigned in accordance with established schedules and procedures.
7. During the outdoor seasons, takes care of the trash and lining of school fields.
8. Secures all windows and doors of the building; maintains basic security throughout the building during the shift.
9. Cleans the cafeteria, tables, walls, puts up tables, sweeps floor, and cleans any spills.
10. Moves and sets up furniture and equipment for meetings and functions as necessary, such as Board meetings, faculty committee and team meetings, community meetings, dances, sporting events, etc. as requested by the Head Custodian or Administration.
11. Cleans and maintains restrooms, including fixtures; ensures that soap and all dispensers are always refilled.
12. Cleans offices and dusts; washes windows.
13. Assists with inventory control, providing input of supplies and custodial equipment needed.
14. Performs similar or related work as required, directed or as situation dictates.

**Supervision:**

1. Supervision Scope: Performs routine custodial and building maintenance functions under specific instructions from supervisor and with some independent judgment required as to methods or procedures.
2. Supervision Received: Works under the general direction of the Head Custodian, referring all unusual cases to supervisor.
3. Supervision Given: None.

**Work Environment:**

1. Work is performed primarily indoors, however some may be outdoors, seasonally, under variable outdoor weather conditions. Work may be conducted under frequently unpleasant conditions with exposure to dust and dirt, cleaning chemical fumes, extremes of heat and cold, and outdoor weather conditions.
2. Operates vacuum cleaner, buffers, hand and power tools, and other custodial equipment; may be required to wear protective clothing and mask.
3. Makes occasional contacts with teachers, students, and co-workers. Contacts involve discussing very routine information.

4. Works varied schedule to cover for evening and weekend events. May be assigned to the day or evening shift.
5. Errors could result in damage to buildings and equipment, injury to self and others, and create some hazards to public safety.

**Terms of Employment:** As established by the Pittsfield School Board.

**Performance Evaluation:** Probationary period and annual performance evaluation as established by the Pittsfield School Board.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Adopted: November 7, 2019