

OPERATIONS – GROUP 2 - CUSTODIAN  
Job Description

I. Minimum Qualifications

- Must be at least 18 years of age and hold a valid driver's license.
- Must be able to read and follow written instructions, identify material specifications, and make written reports as directed.
- Must be able to lift and move 50 pounds.
- Basic knowledge of hand and power tools, and equipment associated with regular custodial and light maintenance activities.
- Basic familiarity with standard business technologies (email, electronic forms, online training).

II. Employment Terms

- Twelve-month position. Benefits in accordance with the Collective Bargaining Agreement.

III. Reporting Level

- Receives direction from Custodial Supervisor and/or Building Administrator.  
Reports to Director of Buildings & Grounds

IV. Job Functions

- Works indoors and out in a variety of facilities and weather conditions.
- Work involves kneeling, climbing, lifting, standing and similar physical activities.
- Mopping (wet and dry).
- Sweeping.
- Floor stripping, waxing and/or finishing.
- Dusting.
- Glass cleaning.
- Wall and furniture washing.
- Trash & recycling collection and disposal.
- Furniture moving and arranging.
- Bathroom and kitchen cleaning.
- Operation of job-related machinery, including vacuum cleaners, floor scrubbers and buffers, carpet shampoo machines, light power tools, etc.
- Minor building maintenance, such as hanging pictures, oiling doors, repairing locksets, tightening plumbing fixtures, etc.
- Proper mixing and use of cleaning chemicals.
- Snow removal and landscaping as needed.
- Event support (set-up/break down of seating, event related and athletic equipment).
- Other related duties as assigned to support departmental or district programs and responsibilities.

## V. Responsibilities

- Adherence to required safety rules, practices & procedures.
- Adherence to district policies and procedures.
- Present a clean, neat, and orderly appearance.
- Ability to work independently as well as cooperatively in a team situation.
- Available for occasional after hours and weekend events, projects, building checks, and emergencies.

## VI. Evaluation

- Custodial staff will be evaluated at least once annually. Evaluation will be based upon this job description and other relevant criteria.