**Job Purpose Statement/s**: The job of "Custodian " is done for the purpose/s of maintaining an attractive, sanitary and safe facility; providing adequate arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

**ESSENTIAL FUNCTIONS:**

1. **Arranges** furnishings and equipment to provide adequate preparations for meetings, classroom activities and events.

2. **Cleans** school facilities (i.e. classrooms, offices, multipurpose rooms, grounds, etc.) to maintain a sanitary, safe and attractive environment.

3. **Delivers** variety of items (e.g. supplies, mail, packages, furniture, etc. to distribute the materials to the appropriate parties.

4. **Informs** students, other site personnel and supervisor to provide information regarding activities, safety and/or proper maintenance of facilities.

5. **Secures** facilities and grounds to minimize property damage, loss and liability and ensure safety at work site.

6. **Performs** minor maintenance and repairs (i.e. replace faulty light switches, light bulbs or fluorescent globes; open plugged drains using snake or "plumbers friend"; replace washers in faucets and valves; spot paint; re-glue loose tile and wall coverings; remove graffiti) to maintain a safe working environment.

**NON-ESSENTIAL FUNCTIONS:**

1. **Repairs** furniture and equipment to ensure that items are available and in safe working condition.
2. **Requests** equipment and supplies to maintain inventory and ensure availability of items as needed to properly maintain facilities.
3. **Assists** other personnel as may be required to supporg them in the completion of their work activities.

**TOOLS AND EQUIPMENT:**

Eye protection, gloves, cleaning solutions, spray bottles, chemical mixer, vacuum, paper towels, toilet tissue, dust mop, wet mop, broom, putty knife, rolling garbage can, stripper, wet/dry vacuum, floor scrubber, utility cart, and rags.

**REQUIRED QUALIFICATIONS:**

 Experience Required:

 Prior job-related experience in school or institutional setting preferred.

 Skills, Knowledge and/or Abilities Required:

 Skills to use cleaning agents; supplies and equipment; perform basic math to calculate accurate dilution of cleaning agents.

 Knowledge of methods and use of cleaning materials, equipment and supplies, and safe work practices, including MSDS requirements. Knowledge of the operation and maintenance of heating and thermostatic control systems and how to cope with electrical and plumbing emergencies.

 Abilities to stand for prolonged periods, follow oral and written instructions, adhere to safe work practices, work independently with minimal supervision, perform a variety of tasks, adjust to flexible assignments often with short notice, and communicate with students, staff and parents.

 Significant physical abilities include lifting/carrying/pushing/pulling, stooping, reaching/handling, near/far visual acuity/depth perception.

Education Required:

 High School diploma or equivalent.

 Licenses, Certifications, Bonding, and/or Testing Required:

 Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, and Drug and Alchohol Screening.

**SUMMARY OF PHYSICAL DEMANDS RATINGS**

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

The following activities were rated for frequency of occurrence based on the following:

|  |  |  |  |
| --- | --- | --- | --- |
| NP=  | Not Present | Occasional (O) | 11-33% of the work day |
| Rare (R)  | Less than 1% of the work day  | Frequent (F) | 34-66% of the work day |
| Seldom (S) | 1-10% of the work day | Constant (C) | 67-100% of the work day |

Regular Duties:

|  |  |  |  |
| --- | --- | --- | --- |
| Sitting | R | Reaching Overhead | O-5-7min to refill dispensers, clean mirrors/windows |
| Standing | O-5min/time 1hr total-clean windows, walls; add paper towels to dispenser | Reaching Straight Ahead | C-6hrs total-performing cleaning duties |
| Walking | C-1-2hr/time 6.5hr total-sweep, mop & vacuum | Reaching Downward | F-1-2hr/time 5hr total-mop, sweep, vacuum, wipe fixtures |
| Bending/Stooping | C-1-2hr/time 6.5hr total (can alternate with crouching) | Handling | C-1-2hr/time 5hr total-mop, sweep, vacuum, wipe fixtures |
| Crouching | F-1-2hr/time 6.5hr total (can alternate with bend/stoop) | Fingering | O-1min/time 1hr total-use keys, dispensers, spray bottle, cords and write |
| Kneeling | O-5min/time 30min total-clean baseboards, toilets; scrape gum from floor | Feeling | R-identify water temperature |
| Crawling | O-15min/time 20min total-clean baseboards, toilets; scrape gum from floor | Talking | O-less than 1hr total |
| Climbing | S – stairs/inclines | Hearing | O – communication  |
| Balancing | R to O-up to 20min on wet floors | Twisting | O-10min/time, 2hr total-vacuum, mop, clean fixtures |
| Operate Foot Controls | O-10sec/time 15min total-use vacuum & floor scrubber | Twist of Wrist | O-up to 2hr/total-use keys, turn door handles, faucets etc |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *(Pounds)* | Constant | Frequent | Occasional | Seldom | Rare |
| Lifting | NP | NP | 15-25# garbage sacks (approximately 60 per shift) | Up to 50# - large sack of trash. | 20# case of paper towels |
| Carrying | NP | NP | 15-25# garbage sacks (approximately 60 per shift) | Up to 50# garbage sacks | 20# case of paper towels |
| Pushing/Pulling |  | Vacuum (8-10#), utility cart (10#), carpet extractor & stripper (15#) | NP | Doors | NP |

Summer Duties – require furniture moving

|  |  |  |  |
| --- | --- | --- | --- |
| Sitting | R | Reaching Overhead | O-1hr to refill dispensers, clean mirrors/windows |
| Standing | O-5min/time 3hr total-clean windows, walls; add paper towels to dispenser | Reaching Straight Ahead | C-6hrs total-performing cleaning duties |
| Walking | C-1-2hr/time 6.5hr total-sweep, mop & vacuum | Reaching Downward | F-1-2hr/time 5hr total-mop, sweep, vacuum, wipe fixtures |
| Bending/Stooping | C-1-2hr/time 6.5hr total (can alternate with crouching) | Handling | F-1-2hr/time 5hr total-mop, sweep, vacuum, wipe fixtures |
| Crouching | C-1-2hr/time 6.5hr total (can alternate with bend/stoop) | Fingering | O-1min/time 1hr total-use keys, dispensers, spray bottle, cords and write |
| Kneeling | O-1hr/time 3hr total-clean baseboards, toilets; scrape gum from floor | Feeling | R-identify water temperature |
| Crawling | O-1hr/time 3hr total-clean baseboards, toilets; scrape gum from floor | Talking | O-up to 1hr total |
| Climbing | R-on a ladder up to 10 feet to clean upper windows | Hearing | Not required |
| Balancing | R to O-up to 1hr on wet floors | Twisting | O-10min/time, 2hr total-vacuum, mop, clean fixtures |
| Operate Foot Controls | O-10sec/time 15min total-use vacuum & floor scrubber | Twist of Wrist | O-up to 2hr/total-use keys, turn door handles, faucets etc |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *(Pounds)* | Constant | Frequent | Occasional | Seldom | Rare |
| Lifting | NP | NP | Up to 50 pounds - furniture | Up to 50# garbage sacks | 20# case of paper towels, 60# boxes |
| Carrying | NP | NP | Up to 50 pounds – furniture – up to 20 feet | 15# garbage sacks (approximately 60 per shift) | 20# case of paper towels |
| Pushing/Pulling | NP | Vacuum (8-10#), utility cart (10#), carpet extractor & stripper (15#) | NP | Doors | 60# boxes |

PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: 2 (3) (4) 5 (6)

(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)

PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are furniture, waste baskets, dumpsters, ladders, floor polishers, vacuums; stooping is trash, sweeping, vacuuming; reaching/handling are vacuum, supplies, broom; visual acuity/depth perception is seeing where to clean, vandalism.

**SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS**

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

|  |  |  |  |
| --- | --- | --- | --- |
| NP=  | Not present in job environment | Frequent (F) | 34-66% of the work day |
| Seldom (S) | <5% of the work day | Constant (C) | 67-100% of the work day |
| Occasional (O | 6-33% of the work day |  |  |

1. ENVIRONMENT :Inside 50% Outside 50%
2. EXTREME COLD NP
3. EXTREME HEAT NP
4. WET/HUMID O Comments Regarding "Wet/Humid" = Cleaning floors, sinks, windows
5. NOISE 120 decibels Comments Regarding "Noise" = Electric cleaning equipment

VIBRATION O Comments Regarding "Vibrations" = Electric cleaning equipment

1. HAZARDS:

Mechanical S Comments Regarding "Mechanical" = Cleaning equipment, ladders

Explosives NP

Electrical S Comments Regarding "Electrical" = Electric cleaning equipment around water

Radiant Energy NP

Burns S Comments Regarding "Burns" = Chemicals

Other Hazard/s NP

1. ATMOSPHERIC CONDITIONS:

Fumes F Comments Regarding "Fumes" = Cleaning solvents, wax strippers

Mists NP

Odors F Comments Regarding "Odors" = Spray cleaners

Gases NP

 Dusts F Comments Regarding "Dust" = Dust, chalk boards

 Poor Ventilation S

Other Atmospheric Hazards NP

1. PROTECTIVE CLOTHING - DEVICES: Rubber gloves, safety glasses, dust mask
2. E. C. SUMMARY: Inside/Outside Work 2 3 4 5 6 (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.