

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 09-30-1986
 LAST REVISION DATE March 2013
 BAND & GRADE A-1-2-2

POSITION TITLE Custodian

IMMEDIATE SUPERVISOR Environmental Services Coordinator

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

To ensure cleanliness, safety and security of buildings and mechanical operations. Maintain a pleasant environment for faculty, staff, students and the public.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p>1. Routine Cleaning Tasks</p> <p>a. Cleans all area and surface types within assigned areas, including but not limited to:</p> <ul style="list-style-type: none"> - Restrooms - Classrooms - Media / library centers - Conference / office rooms - Cafeteria / multi-purpose rooms - Kitchens / serving areas - Corridors / stairs - Entry / vestibules - Auditoriums - Gymnasiums - Weight rooms - Locker rooms <p>b. Cleans all surfaces within each area, including but not limited to:</p> <ul style="list-style-type: none"> - Dusting – high / low - Ceilings – vents / lights - Furniture / fixtures - White board / chalk board - Walls / wall fixtures - Glass / windows / mirrors - Hard floor / carpet - Sinks / drinking fountains 				<p>Knowledge of:</p> <ul style="list-style-type: none"> a. Applicable district policies. b. Applicable Minnesota Department of Health policies. c. Applicable Minnesota State Fire Code. d. Applicable State and Federal safety regulations. e. The use of cleaning chemicals and neutralizers. f. Proper cleaning procedures and trouble-shooting. g. School facilities h. Plumbing theory. i. Electrical theory. j. HVAC theory. k. Boiler theory. l. Painting techniques. m. Building mechanical equipment and preventative maintenance. n. Computers and related computer programs. o. Fire alarm and security 	<p>1. Routine Cleaning Tasks performed using approved cleaning procedures, chemicals and equipment for all area and surface types described in the "Custodial Cleaning Reference Guide"</p> <ul style="list-style-type: none"> a. All area types were cleaned within assigned area. b. All surfaces were cleaned within assigned area(s) c. Appropriate cleaning chemicals were used on all surfaces; chemical manufactures directions were properly followed showing a clean undamaged surface. d. Supplies, such as soap, towels, and toilet paper were refilled and cabinets are maintained. e. Cleaning equipment and hand tools were properly used on all surfaces and maintained as directed by the manufacturer. f. Cleaning routine has been developed, using available time efficiently. g. Garbage and recyclable material

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<ul style="list-style-type: none"> - Counters / cabinets - Urinals / Toilets / Partitions - Trash / recycle receptacles - Pencil Sharpeners - Audio visual / phones - Doors - Corners / base cove - Mats / rugs <p>c. Uses appropriate cleaning chemicals on all surfaces following chemical manufactures directions to ensure cleanliness and prevent damage to surfaces.</p> <p>d. Re-fill supplies and maintain dispensers such as soap, towel and toilet paper cabinets.</p> <p>e. Uses appropriate cleaning equipment and hand tools on all surfaces following manufactures instructions to ensure proper use and maintenance of equipment.</p> <p>f. Works efficiently, using time management techniques to build efficient cleaning routines.</p> <p>g. Remove and dispose of garbage from facilities, ensuring recyclable materials are collected and deposited in designated areas.</p> <p>h. Keep a clean and well supplied custodial room and storage area.</p> <p>2. Set up & cleanup for events and activities.</p> <ul style="list-style-type: none"> a. Monitor activities in assigned building(s) and adjusts work schedule to support scheduled events. b. Prepare areas for scheduled activities; ensuring all requested equipment is assembled properly and that all areas are clean and safe for public use. c. Provide assistance as requested by the principal or supervisor. d. Disassemble equipment and perform 				<p>alarm systems.</p> <ul style="list-style-type: none"> p. Classroom audio systems. q. Building time / clock systems. <p>Skill in:</p> <ul style="list-style-type: none"> a. Operating various cleaning equipment. b. Use of small tools, ladders, etc. c. Painting. <p>Ability To:</p> <ul style="list-style-type: none"> d. Cooperate with staff and relate to others. e. Analyze cleaning problems. f. Operate and maintain cleaning equipment. g. Operate and use small tools, ladders and power equipment. h. Paint various types of surfaces using appropriate paints and supplies. i. Identify problems with fire and security alarm systems. j. Take appropriate action when needed. k. Keep required records l. Operate computers. m. Promote good public relations between staff, students and the public. n. Identify fire and safety hazards. o. Register as an unlicensed electrical worker with the state of Minnesota. p. Actively substitute for custodial engineer 	<p>has been properly removed from the building and deposited in the appropriate waste container(s).</p> <ul style="list-style-type: none"> h. Custodial room has been kept cleaned, maintained and is well stocked with supplies. <p>2. Set up/cleanup of events and activities completed as assigned.</p> <ul style="list-style-type: none"> a. Activities in assigned buildings were monitored and hours were adjusted to comply with scheduled events. b. Areas for scheduled events were prepared; all requested equipment was assembled properly and the areas were clean and safe for public use. c. Assistance was provided to the principal and supervisor(s) as directed. d. Equipment was disassembled and properly stored, areas in use were cleaned after scheduled activities were over. <p>3. Project / restoration cleaning tasks were performed using cleaning procedures, chemicals and equipment in all areas on all surface types as described in the "Custodial Reference Guide".</p> <ul style="list-style-type: none"> a. All hard surface flooring was properly prepared and approved application and cleaning methods were used. b. All carpet areas are extracted using approved spotters to remove stains. c. Walls and surfaces are clean and undamaged using approved chemicals and tools. d. Lights, vents and ceiling fixtures
---	--	--	--	--	---

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<p>cleanup of area after scheduled activities are over.</p> <p>3. Project / Restoration Cleaning</p> <ul style="list-style-type: none"> a. Prepare, clean and restore all hard surface floors, following approved application and cleaning methods. b. Extraction of all carpet areas; use appropriate spotters to remove stains. c. Clean walls and other surfaces using approved chemicals and tools as to not damage surface. d. Wash lights, vents and ceiling fixtures e. Clean restrooms and wash areas; ensuring that all tile and fixtures are clean and working properly. f. Clean corridor areas, entries and stairways g. Ensure drinking fountains and fixtures are clean and in working condition. h. Wash exterior glass and interior windows; ensuring that they are clean and streak free. i. Assist with moving furniture and supplies between buildings and classrooms. <p>4. Operate and maintain custodial equipment.</p> <ul style="list-style-type: none"> a. Read operational manuals for all equipment prior to use. b. Perform daily inspections of all equipment; ensuring that bags, pads and filters are changed as needed. c. Perform proper battery maintenance on all battery operated equipment. d. Perform preventative and corrective maintenance on all equipment; filling out work orders for repairs as needed. e. Rinse out buckets, sinks, mops etc. <p>5. Routine Building Maintenance Duties:</p> <ul style="list-style-type: none"> a. Maintain flag. 				<p>positions.</p> <ul style="list-style-type: none"> q. Manage time/work priorities. r. Maintain accurate records. s. Work independently. t. Demonstrate consistent and reliable attendance u. Frequently lift and carry up to 50 pounds v. Rarely lift and carry up to 100 pounds w. Walk/Stand for 7 or more hours of a normal 8 hour shift. x. Occasionally climb ladders y. Continuously grasp and handle various tools and equipment z. Frequently stoop, bend, and/or crouch 	<p>are clean</p> <ul style="list-style-type: none"> e. Restrooms and wash areas, including tile and fixtures are thoroughly clean and working properly f. Corridor areas, entries and stair ways are clean g. Drinking fountains and fixtures are clean and working properly. h. All exterior glass and interior windows are clean and streak free. i. Furniture and supplies were moved as needed between classrooms and buildings. <p>4. Custodial equipment is operational and properly used.</p> <ul style="list-style-type: none"> a. Operations manual is read for all equipment prior to use. b. Daily inspections are completed of all equipment; bags, filters and pads are changed as needed. c. Batteries on battery powered equipment are properly maintained d. Preventative and corrective maintenance on all equipment has been completed; work orders have been filled out to repair equipment as needed e. Buckets, mops and sinks have been rinsed and are kept clean. <p>5. Routine Building Maintenance Duties were performed:</p> <ul style="list-style-type: none"> a. Flag was maintained. b. Batteries on plumbing fixtures etc. are changed as needed c. Lights are all working, work orders for ballast replacement are completed in a timely manner d. Internal and external painting is completed where needed and as time allowed.
---	--	--	--	--	---

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<ul style="list-style-type: none"> b. Replace batteries on plumbing fixtures etc. as required. c. Re-lamp light fixtures, complete work orders for all ballast replacement in a timely manner d. Paint interior and exterior surfaces where needed and as time allows. e. Minor repair and installation of furniture and furniture related fixtures. f. Perform minor cleaning and repair of classroom audio / video systems. g. Assist in replacement of: clocks, clock batteries, telephones, detectors, or any other electronics as assigned by supervisor. h. Ensure that all drains are cleaned and maintained. i. Perform graffiti removal from all surfaces. <p>6. Laundry services.</p> <ul style="list-style-type: none"> a. Maintain weekly schedule to ensure athletic uniforms are cleaned and folded prior to scheduled events. b. Athletic uniforms are washed and dried following manufactures instructions to prevent damage. c. Custodial laundry is cleaned, folded and sent back in a timely manner. d. Custodial rags, mops etc. are inspected and worn or damaged product is replaced as needed. e. Uses appropriate laundry chemicals, reading and following manufactures directions to ensure cleanliness and prevent damage to laundry. f. Works with chemical representative to maintain proper chemical preset wash cycles for washing machines. g. Maintains washer and dryers; following manufactures operating instructions to ensure proper use and maintenance of 					<ul style="list-style-type: none"> e. Minor repair and installation of furniture and furniture related fixtures is performed f. Minor cleaning and repair of classroom audio / video systems is completed g. Replacement of clocks, clock batteries, telephones, detectors and any other electronics as assigned by supervisor were replaced in a timely manner h. Drains are clean and maintained. i. Graffiti is removed from all surfaces. <p>6. Laundry services were performed as scheduled.</p> <ul style="list-style-type: none"> a. Weekly schedule provides that athletic uniforms are clean and folded; ready prior to scheduled events. b. Athletic uniforms are washed and dried following manufactures instructions. c. Custodial Laundry is clean, folded and received in a timely manner. d. Rags, mops, etc. are inspected and worn / damaged product is replaced with new. e. Appropriate laundry chemicals were used according to directions, laundry was clean and undamaged. f. Chemical preset cycles for washing machines are set and operational. g. Washers and driers are maintained in accordance with manufactures operating instructions. h. Drain behind washers is clean. i. Supplies are ordered and appropriate inventory is on hand. j. Staff has been properly communicated with on laundry issues.
--	--	--	--	--	---

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<p>equipment.</p> <p>h. Keep drain behind washer clean.</p> <p>i. Orders supplies and maintain appropriate level of inventory.</p> <p>j. Communicates laundry related issues with staff.</p> <p>7. Snow & ice removal:</p> <p>a. Assists with snow removal for all sidewalks.</p> <p>b. Keep sidewalks free of ice.</p> <p>c. Keep entries and fire exits clear of snow and hazards.</p> <p>d. Assist in keeping roof vents clear during winter months.</p> <p>8. Safety and Safety Inspections:</p> <p>a. Emergency lights.</p> <p>b. Eye wash stations.</p> <p>c. Fire extinguishers.</p> <p>d. Fire doors / magnetic door holders.</p> <p>e. Ladder inspections.</p> <p>f. Maintain records of all completed safety inspections.</p> <p>g. Complies with safety regulations.</p> <p>h. Complies with State fire code.</p> <p>i. Report all safety violations and concerns to District Safety Manager.</p> <p>j. Attends training sessions.</p> <p>k. Follows chain of command in organization.</p> <p>l. Uses safe procedures and practices.</p> <p>9. Performs additional work as assigned by supervisor:</p> <p>a. Manage paperwork; initiate in process and resolve.</p> <p>b. Remain flexible and change plan as situation dictates.</p> <p>c. Aid Principal in securing areas in event of a lockdown or other emergency.</p> <p>d. Assist district maintenance staff as</p>					<p>7. Snow & ice removal duties were performed.</p> <p>a. Snow was removed from all sidewalks.</p> <p>b. Sidewalks are free of ice.</p> <p>c. Entries and fire exits are clear of snow hazards.</p> <p>d. Roof vents are clear during winter months</p> <p>8. Safety Inspections and Required Records were Maintained and Performed:</p> <p>a. Emergency lights were checked and work properly.</p> <p>b. Eye wash stations were flushed and work properly.</p> <p>c. Fire extinguishers were inspected and cards are up to date.</p> <p>d. Fire doors / magnetic door holders were tested and work properly.</p> <p>e. Ladders were inspected and functioned properly.</p> <p>f. Records have been completed for all safety inspections.</p> <p>g. Complied with safety regulations.</p> <p>h. Complied with State fire code.</p> <p>i. Reported all safety violations and concerns to District Safety Manager in a timely manner.</p> <p>j. Attended training sessions.</p> <p>k. Followed chain of command in organization.</p> <p>l. Used safe procedures and practices.</p> <p>9. Performed additional work as assigned by supervisor:</p> <p>a. Managed paperwork; initiated in process and resolve.</p> <p>b. Remained flexible and changed plan as situation dictated.</p> <p>c. Aided Principal in securing areas in event of a lockdown or other</p>
--	--	--	--	--	---

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
---	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<p>directed by supervisor.</p> <ul style="list-style-type: none"> e. Actively substitutes for Custodial Engineers as needed. f. Participates in District training programs. g. As assigned by supervisor. 					<p>emergency.</p> <ul style="list-style-type: none"> d. Assisted district maintenance staff as directed by supervisor. e. Actively substituted for Custodial Engineers as needed. f. Participated in District training programs. g. Completed all additional assignments as assigned by supervisor.
--	--	--	--	--	---