

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 1986
 LAST REVISION DATE April 1, 2001
 BAND & GRADE A-1-2-2

POSITION TITLE Day Custodian

IMMEDIATE SUPERVISOR Custodial Manager

Job Summary (Basic Purpose of Position)

To maintain a clean, safe environment in assigned unit for students, faculty, staff and the public. To assist in District wide custodial plant functions.

SUPERVISOR

EMPLOYEE

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

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					
1. Perform routine cleaning duties. <ul style="list-style-type: none"> a. Perform standard corridor cleaning procedures in assigned area. b. Vacuuming entry mats. c. Assist in cafeteria and kitchen clean up. d. Install light bulbs as needed. e. Snow removal as necessary. f. Perform minor repairs as requested. g. Set up equipment for activities as requested. 2. Perform project cleaning duties. <ul style="list-style-type: none"> a. Scrub, clean and refinish hard surface floors as needed and time permits. b. Spot clean and shampoo carpeted areas as needed and time permits. c. Refinish gymnasium floor. d. Paint rooms as assigned by supervisor or as directed by Custodial Manager. e. Complete repairs as assigned by supervisor or as directed by Custodial Manager. f. Wash windows both inside and outside. g. Supervise MN CEP personnel when assigned to unit, in proper cleaning of desks, walls and grounds. h. Perform other custodial or maintenance work as assigned. 	D D D D D D D M M A M D A A D			Knowledge of: <ol style="list-style-type: none"> 1. Applicable district policies 2. Various school locations 3. Various types of instructional equipment 4. School supplies and their use 5. Various floor problems 6. Proper floor finishes 7. Cleaning chemicals 8. Carpet stains and cleaning Ability to: <ol style="list-style-type: none"> 1. Determine needs 2. Keep accurate records 3. Relate to others 4. Analyze cleaning problems Skill of: <ol style="list-style-type: none"> 1. Driving a vehicle 2. Carrying heavy loads 3. Operating equipment 4. Painting 	<ol style="list-style-type: none"> 1. Routine cleaning duties are completed. <ul style="list-style-type: none"> a. Corridors are cleaned and free from debris. b. Entry mats are vacuumed. c. Garbage is removed from cafeteria and kitchen in a timely manner. d. Light bulbs were installed in a timely manner. e. Entrances were cleaned of snow before the beginning of the school day and as necessary. f. Minor repairs were completed. g. Equipment and materials for activities were set up in an effective manner. 2. Project cleaning was completed. <ul style="list-style-type: none"> a. All hard surface floors were cleaned and refinished and indicated. b. Carpets were spot cleaned and shampooed. c. Gym floors were cleaned and refinished to provide a smooth playing surface. d. Rooms were painted as assigned. e. Repairs were completed and followed up in a timely manner.

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<p>3. Assist in collection and delivery of materials and supplies.</p> <ul style="list-style-type: none"> a. Deliver mail to the senior high. b. Deliver various supplies and equipment to schools as requested. c. Perform other routine duties as directed. <p>4. Complies with District and Departmental policies.</p> <ul style="list-style-type: none"> a. Attends mandatory training sessions. b. Follows chain of command in organization. c. Required paperwork completed on time. d. Use safe procedures and practices. <p>5. Other duties as assigned by supervisor.</p>		<p>D</p> <p>D</p> <p>D</p> <p>M</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>			<ul style="list-style-type: none"> f. Windows were washed in a timely manner. g. MN CEP personnel were supervised properly. h. Other work assigned was completed. <p>3. Employee assisted in collection and delivery of materials and supplies.</p> <ul style="list-style-type: none"> a. Deliver mail to senior high each day and in a timely manner. b. Supplies and equipment were delivered to the schools as requested and on time. c. Other routine duties were performed as requested and in a timely manner. <p>4. Evidence exists that District and Departmental procedures are complied with.</p> <ul style="list-style-type: none"> a. Training sessions are attended. b. Chain of command is followed. c. Paperwork is completed by due date. d. Safety procedures and practices are observed. <p>5. Other duties were completed in a timely manner.</p>
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