

Rice Lake Area School Position Description

Position Title: Custodian – Hilltop/Middle School
Department: Custodial Staff
Reports To: Principal, Assistant Principal, Maintenance-Custodial Supervisor and High School Head Custodian

Job Goal:

This position keeps the school building in such a state of operating excellence that it presents no problems or interruptions to the educational program.

Essential Job Functions & Responsibilities:

- 1) Completes cleaning schedule for assigned area within required time provided.
- 2) Maintain in a safe and efficient manner floors, counter tops, woodwork and furniture using equipment provided for your area.
- 3) Perform minor electrical or plumbing repairs such as switches, receptacles, fuses, light bulbs, light ballasts, drains, faucet washers or minor leaks.
- 4) Maintain building and grounds security including locking doors, extinguishing lights and checking heat in each area.
- 5) Assists in seasonal functions such as snow removal, lawn care, deicing walks when necessary to insure a safe and clean environment.
- 6) Operate district vehicles in a safe and efficient manner such as snowplows, mowers, delivery service vehicles and other equipment when assigned.
- 7) Knows and understands cleaning procedures, chemicals and their safe and proper use in the workplace.
- 8) Collect and disposes of refuse and recyclables in your designated area.
- 9) Mop and power scrub hallways, entryways to maintain a clean safe area.
- 10) Clean chalkboards and whiteboards daily in your area.
- 11) Clean drinking fountains in your area daily.
- 12) Clean sinks, stools, urinals, mirrors, floors and walls in restrooms. Remove all graffiti and other debris on walls and ceilings daily.
- 13) Empty hall wastebaskets daily and scrub and sanitize as needed.
- 14) Scrub and wax one room per week or thorough dust using a schedule provided by building principal or head custodian.
- 15) Sweep or vacuum all areas in your section nightly.
- 16) Keep an ample supply of cleaning supplies, paper products and all other materials needed to maintain your area.
- 17) Assist setup of gymnasium or other areas for special events such as sporting events, commencement exercises, meetings or events requiring equipment or manpower.
- 18) Provide a usage inventory of all supplies as required by supervisor.
- 19) Observe maintenance and cleaning needs for the building report any irregularities to the proper personnel.
- 20) Clean all classroom door windows, display cases, and mirrors weekly or as needed to maintain areas free from dirt, handprints or dust.

- 21) Assist visiting public utilizing the building facilities with directions within the building and assist with obtaining and setting up needed equipment.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

Mathematical Skills:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volume and distance.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Education and/or Experience:

High School Diploma or General Education Degree (GED)

Marginal Skills or Job Functions:

- 1) Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.
- 2) Removes snow, cuts grass, painting, delivers items and operates equipment related to assigned tasks as required.
- 3) Performs related duties as assigned or directed by supervisor, head custodian, or building principal.
- 4) Set up or assist setup-building activities.

Physical Demands:

- 1) The employee must frequently lift and/or move 50 pounds such as cleaning supplies, pails and materials. Occasionally the employee will lift and/or move up to 90 pounds such as salt barrels or bulk furniture. Employee will be required to sometimes push/pull/lift items such as tables, bleachers, and scrubbing machines. Specific vision abilities required by this job include, but are not limited to, close vision, color vision, peripheral vision depth perception and the ability to adjust focus.
- 2) Other functions required in this position walk, stand, use of hands and fingers to operate tools, controls and feel objects. The employee must frequently squat, bend, stoop, kneel, reach above the head and reach forward. The employees will frequently bend or twist at the neck or trunk more than the average person while performing this job function.

Working Environment:

- 1) Moderate or greater noise levels associated with the use of power equipment, vacuums, mowers and mechanical equipment.
- 2) Temperature extremes include some exposure to the outdoors, freezers, and mechanical rooms.
- 3) Possible hazards exist with the use of harsh chemicals, body fluid cleanup, petroleum products, and degreasers.
- 4) Some toxic or caustic chemicals are used on a daily basis.
- 5) May at times be required to work at heights above 10 feet off the ground.
- 6) May at times be required to work in confined spaces such as building tunnels.

Performance Requirements:

Must have the ability to:

- 1) Follow written and oral instructions.
- 2) Give written and oral instruction.
- 3) Work effectively with others including coworkers, teachers, students and supervisory personnel.

Must have knowledge of:

- 1) Proper cleaning and sanitizing methods.
- 2) Basic electrical, mechanical, plumbing and HVAC systems.
- 3) Proper safety measures needed for a safe working environment.
- 4) Building activities scheduled and proper setups or the willingness and ability to learn.
- 5) Basic computer skills – Microsoft Outlook.

Licensing:

- 1) Valid Wisconsin drivers license
- 2) Any other license or certification is a plus.

The Rice Lake Area School District is an equal opportunity employer. The District does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.