



JOB DESCRIPTION

Job Title Custodian/ General Maintenance Support
Reports To Building Principal, Assistant Principal, Director of Finance & Operations, Head Custodian and Lead Maintenance.
Hours/Schedule 8 hours/day, 12 Months/Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

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

- Completes cleaning schedule for assigned area within required time provided.
- Maintain in a safe and efficient manner floors, counter tops, woodwork and furniture using equipment provided for your area.
- Perform minor electrical or plumbing repairs such as switches, receptacles, fuses, light bulbs, light ballasts, drains, faucet washers or minor leaks.
- Maintain building and grounds security including locking doors, extinguishing lights and checking heat in each area.
- Assists in seasonal functions such as snow removal, lawn care, deicing walks when necessary to insure a safe and clean environment.
- Operate district vehicles in a safe and efficient manner such as snowplows, mowers, delivery service vehicles and other equipment when assigned.
- Knows and understands cleaning procedures, chemicals and their safe and proper use in the workplace.
- Collect and dispose of refuse and recyclables in your designated area.
- Mop and power scrub hallways, entryways to maintain a clean safe area.
- Clean chalkboards and whiteboards daily in your area.
- Clean drinking fountains in your area daily.
- Clean sinks, stools, urinals, mirrors, floors and walls in restrooms. Remove all graffiti and other debris on walls and ceilings daily.
- Empty hall wastebaskets daily and scrub and sanitize as needed.
- Scrub and wax one room per week or thorough dust using a schedule provided by building principal or head custodian

- Sweep or vacuum all areas in your section nightly.
- Keep an ample supply of cleaning supplies, paper products and all other materials needed to maintain your area.
- Assist setup of gymnasium or other areas for special events such as sporting events, commencement exercises, meetings or events requiring equipment or manpower.
- Provide a usage inventory of all supplies as required by the supervisor.
- Observe maintenance and cleaning needs for the building and report any irregularities to the proper personnel.
- Clean all classroom door windows, display cases, and mirrors weekly or as needed to maintain areas free from dirt, handprints or dust.
- Assist visiting public utilizing the building facilities with directions within the building and assist with obtaining and setting up needed equipment.
- Any and all duties as assigned by the head custodian, principal or supervisor.

Maintenance support responsibilities:

- Performs ongoing preventative maintenance and minor repair of plumbing, electrical, blowers, equipment, building structure, grounds and hardware.
- Takes direction from and works with the maintenance supervisor, maintenance staff, and building lead custodians to complete needed maintenance, facilities repair, and renovations.

Ancillary Job Functions

- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Removes snow, cuts grass, painting, delivers items and operates equipment related to assigned tasks as required.
- Set up or assist setup for scheduled building activities.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED
- Hold valid Wisconsin driver license

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience or knowledge of proper cleaning and sanitizing methods
- Possess knowledge of basic electrical, mechanical, plumbing and HVAC systems.
- Understand proper safety measures needed for a safe working environment
- Understand proper setups for building activities scheduled or have the willingness and ability to learn.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Basic computer skills - Microsoft Outlook

- Ability to understand and carry out written and oral instructions.
- Ability to give written and oral instructions
- Ability to communicate and work effectively with others including coworkers, teachers, students and supervisory personnel.
- Ability to organize and complete projects in a timely manner.
- 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.
- 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.
- 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.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

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

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- 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.
- 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.

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

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.