

School District of Waupaca

Custodian Job Description

QUALIFICATIONS:

- 1) High School Diploma
- 2) Job related training or skills
- 3) Good communication skills
- 4) CPR/First Aide Certification
- 5) Ability to assume responsibility, display initiative, and exercise good judgement.

REPORTS TO: Building and Grounds Supervisor

GENERAL RESPONSIBILITIES:

Performs general cleaning and housekeeping and related work as required. The custodian shall operate and maintain school facilities in a safe, orderly manner and protect from fire, water and other deterioration. The job demands the ability to bend and lift, stand and/or walk for extended periods of time, and to climb and reach. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

- 1) Perform general cleaning, dusting and vacuuming.
- 2) Understand and operate boilers, heating and ventilation and other related equipment in maintaining proper ventilation for each building.
- 3) Sweep, mop, scrub, seal and wax floors.
- 4) Wash windows, walls, sinks, toilets, furniture, woodwork, etc.
- 5) Empty trash and garbage containers.
- 6) Perform minor maintenance projects including painting, carpet cleaning, changing light bulbs and ballasts, locks and doors, etc.
- 7) Obey all safety rules and regulations.
- 8) Climb ladders and scaffolds.
- 9) Assist in unloading of truck deliveries.

- 10) Assist in snow removal.
- 11) Load, lift or unload supplies and materials, equipment, etc.
- 12) Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- 13) Maintain loyalty to employer
- 14) May be assigned the delivery of mail and other items to outlying schools on a daily basis in a school owned vehicle.
- 15) Must possess a valid Wisconsin driver's license.

OTHER FUNCTIONS:

- 16) Perform other responsibilities as assigned by the Lead Custodian, Building and Grounds Supervisor, Business Manager, Building Principal or Superintendent.
- 17) Promote a positive image of the District at all times.

Adopted: 12/13/16

Revised: