

BASIC FUNCTIONS AND RESPONSIBILITIES: Maintenance/Custodial worker performs routine maintenance along with cleaning and maintaining school facilities and grounds in a clean, orderly, and safe manner.

ESSENTIAL/TYPICAL DUTIES:

- Performs routine maintenance, non-technical and minor repairs such as changing light bulbs, replacing ceiling tiles, changing HVAC filters, painting, minor plumbing and carpentry tasks.
- Assembles, moves and arranges furniture, supplies and equipment in preparing classrooms.
- Monitors the school facilities and grounds including parking lot and picks up litter and debris.
- Wash, clean, disinfect, deodorize, and maintain rest rooms and kitchen in a clean, orderly, and sanitary condition. Replace toilet tissue, towels, soap, sanitizer, etc., as required.
- Disinfects and cleans drinking fountains
- Empties and cleans waste receptacles
- Cleans table, chairs, cabinets, counters and appliances located in the cafeteria and employee break room
- Sweeps, mops, vacuums and cleans floors and stairs
- Performs emergency clean up service resulting from clogged drains, breakage, spilling, and illness including bodily fluids
- Cleans ceilings, walls, window blinds and washes windows as needed
- Shampoo carpeted area as needed
- Strips and apply finish to concrete, linoleum tile, and wood floors as needed
- Operates equipment such as vacuums, carpet cleaners, floor cleaning and polishing machines,
- Inventories cleaning supplies, materials, and equipment, making requests for needed supplies
- Performs other related duties as assigned.

ABILITY TO:

- Meets the physical requirements necessary to perform required duties in a safe and effective manner including lifting up to 50 pounds
- Understand and follow oral and written instructions
- Safely use and apply custodial cleaning agents, equipment, and materials
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

TRAINING AND EXPERIENCE:

Generally any combination of training and/or experience that provides the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be one year of maintenance/custodial work experience or completion of a custodial training program.

SALARY: Determined by experience with benefits included