

Sparta Area School District

Article 223 - Specifications for Custodian, I & II

QUALIFICATIONS:

1. High School Diploma.
2. Ability to communicate effectively orally and in writing.
3. Ability to handle multiple projects (be flexible) and prioritize tasks simultaneously in an organized and timely manner.
4. Ability to access information using computers, phones, and other appropriate technology.
5. Attention to detail.
6. Ability to be positive and professional at all times.
7. Ability to relate and work well with students, parents and community members.
8. CPR/First Aid certified (preferred).
9. Experience in performing routine cleaning work or manual labor (preferred).
10. Ability to operate custodial equipment safely and efficiently.
11. Ability to work effectively and efficiently in an unsupervised environment.
12. Ability to exert up to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
13. Ability to endure frequent reaching, handling, and fingering and occasional climbing, balancing, stooping, kneeling, crouching, talking, hearing, and working with near acuity.
14. Valid Wisconsin Driver's License

REPORTS TO:

Supervisor of Buildings and Grounds. In some district buildings a Custodian II assists the Supervisor of Building and Grounds with scheduling and prioritization of custodial duties. This may be done in consultation with the Building Administrator.

Building custodians should communicate problems or concerns to the Supervisor of Building and Grounds. At the request of the Supervisor of Buildings and Grounds, the Building Administrator and the Director of Business Services may assist in addressing problems or concerns. If a problem or concern is not resolved, the problem or concern should be referred to the District Superintendent.

SUPERVISION/EVALUATION:

The primary supervisor is the Supervisor of Building and Grounds. Performance of this job will be evaluated in accordance with provisions of Sparta Administrative Rule. The Supervisor of Buildings and Grounds will consult with the Building Administrator in his/her supervision role.

JOB GOALS:

1. Create, support, and maintain a clean and healthy learning environment through effective performance of job duties.
2. Promote awareness of safety issues and accident prevention in district facilities.
3. Actively support curricular, co-curricular, and community activities occurring in the school building or on school grounds.
4. Maintain strong relationship between district, staff, and community.
5. Meet contractual obligations and adhere to board policy.

PERFORMANCE RESPONSIBILITIES:

1. Perform all required floor, wall, and ceiling care operations in an efficient and safe manner.
2. Empty wastebaskets and other refuse containers and properly dispose of waste.
3. Keep furniture, equipment, window sills, ledges and other areas free of dust.
4. Maintain assigned toilet, locker, and shower rooms in a clean and safe condition.
5. Replace light bulbs, towels, and soap, etc.
6. Report mechanical system problems and/or other building or equipment problems to appropriate personnel.
7. Report violations of school rules, vandalism, and damage immediately to principal and Supervisor of Buildings and Grounds.
8. Check fire extinguishers on established schedule.
9. Check exit lights and replace burned out exit light lamps on a daily basis.
10. Set up furniture, equipment, and materials for various school activities.
11. Check operation of exit doors daily and open building.
12. Make minor building and equipment repairs.
13. Keep service room clean and orderly.
14. Assist other custodians with their duties upon request.
15. Assist maintenance personnel with emergency repair.

16. Assist with emergency drills, including operation of alarms.
17. Shovel or plow snow from sidewalks, driveways, parking lots, playgrounds and steps. Spread sand and/or deicer. Log snow and ice removal activities.
18. Pick up and dispose of trash outdoors.
19. Put up and take down outdoor flags and playground barriers.
20. Check with kitchen employees for needs and supplies.
21. Assume responsibility for closing building. Secure all doors and windows. Ask unauthorized persons to leave the building. Turn off unnecessary lights. Activate the security system when the last to leave the building.
22. Maintain heating units, especially during summer (oil, clean filters, change belts).

ADDITIONAL CUSTODIAN II DUTIES MAY INCLUDE:

1. Order and maintain supply inventory for building.
2. Assist with prioritization and scheduling of custodial duties.
3. Assist with coordinating set up and building use for school and community events.
4. Provide training in custodial procedures to custodians new to the district or current custodians needing additional training.

Legal Reference:

Cross Reference: Sparta Area School District Custodial Evaluation (form)

Approved: February 28, 2006

Revised October 28, 2014
March 27, 2018