

## SCHOOL DISTRICT OF ALTOONA

TITLE: Custodian

REPORTS TO: Maintenance Team Supervisor, Building Principal

### PERFORMANCE RESPONSIBILITIES:

1. Sweeps, cleans, mops or vacuums classrooms, offices, hallways, gyms, cafeterias, LMC and labs according to CCAP (Cleaning Cost Analysis Program) procedures.
2. Cleans bathrooms daily.
3. Keeps all walkways, entryways and steps clear of snow and/or other debris.
4. Maintains lawns and outdoor landscaping as needed.
5. Performs minor repairs including plumbing, electrical and carpentry.
6. Performs basic maintenance on all HVAC units including filters.
7. Performs routine maintenance and up keep of lighting fixtures and fire extinguishers.
8. Ensures all paper products are kept in supply and appropriate dispensers are filled.
9. Maintains appropriate inventories of all custodial supplies.
10. Sets up seating and equipment for all activities at the direction of the Maintenance Team Supervisor, principal or his/her designee.
11. Moves furniture at the direction of the Maintenance Team Supervisor, principal or his/her designee.
12. Maintains building security.
13. Is able to work occasional overtime and/or weekend days as directed by the Maintenance Team Supervisor, principal or his/her designee.
14. Performs other duties as assigned by the Maintenance Team Supervisor, principal or his/her designee.

## REQUIRED QUALIFICATIONS:

1. Possess high school diploma or formal equivalent.
2. Maintain valid Wisconsin drivers license (or ability to secure within six months) and good driving record.
3. Demonstrates good work habits.
4. Demonstrates ability to follow directions.
5. Has ability to follow safety rules.
6. Works with little direct supervision.
7. Has ability to use custodial equipment.
8. Has ability to lift and move 70 pounds.
9. Has basic math, reading and writing skills.
10. Has basic plumbing, cleaning, electrical and painting skills.
11. Maintains appropriate personal hygiene, appearance and dress.
12. Works well with students, staff and the general public.
13. Maintains First Aid and CPR Certification (or secures within one semester of employment).
14. Receives an acceptable score on the entry-level custodial exam.

## PREFERRED QUALIFICATIONS:

Additional technical college course work.

**PERFORMANCE EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support personnel.

Approved: 9/7/2010