

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**

September 2007

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Custodian	<b>Department:</b> Building & Grounds
<b>Immediate Supervisor's Position Title:</b> Head Custodian	<b>FLSA Status:</b> Non-exempt
<b>Band/Grade/Subgrade:</b> A-1-2	<b>Bargaining Unit:</b> Custodian – Local #70
<b>Job Summary:</b> Under the direction of the Building & Grounds Director and the guidance of the Head Custodian, the Custodian performs environmental service tasks, cleaning and maintenance of school buildings, minor mechanical repairs, and support services for day and evening school activities in the Northfield School District. This position assists in providing a safe, clean learning environment for students, staff, and faculty.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Provides daily cleaning services for school restrooms.
<b>Percent of Time:</b>	20	

**Tasks involved in fulfilling above duty/responsibility:**

- Scrubs and sanitizes sinks, countertops, door handles, faucets, toilet flush handles, soap, and paper dispenser handles.
- Cleans, polishes and rinses chrome fixtures.
- Cleans and sanitizes toilet stools and urinals.
- Cleans mirrors and window ledges.
- Scrubs and sanitizes restroom floors.
- Refills paper goods, soap dispensers and sprays deodorizers.

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Provides cleaning services for classrooms, offices, cafeteria, hallways, locker rooms, gymnasium, and all areas required in school building.
<b>Percent of Time:</b>	35	

**Tasks involved in fulfilling above duty/responsibility:**

- Dust mops floors and hallways daily.
- Wet mops rooms when as necessary.

- Waxes rooms as required.
- Cleans chalk boards and empties pencil sharpeners in classrooms.
- Cleans sinks and milk trays daily.
- Scrubs soap and towel dispensers, countertops and walls daily.
- Wet mops nurse's office daily and sanitizes countertops, sink, chairs, bed, desk and refrigerator.
- Cleans glass windows on doors daily.
- Assists with cleaning gymnasium after school events.
- Replaces supplies in janitorial closets as needed.
- Oils and replaces mop heads daily.
- Assists with set-up for activities and events.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Maintains and vacuums all carpets in school building.
<b>Percent of Time:</b>	20	

**Tasks involved in fulfilling above duty/responsibility:**

- Vacuums carpets and entry mats daily.
- Cleans and disinfects spills and stains as required.
- Extracts mats and portable carpets for deep cleaning quarterly.

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Provides trash disposal services for all areas of the school building.
<b>Percent of Time:</b>	5	

**Tasks involved in fulfilling above duty/responsibility:**

- Empties trash, processes recyclables daily.
- Replaces trash can liners and cleans trash cans as necessary.

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Maintains stairwells, ramps and entry ways in the school building.
<b>Percent of Time:</b>	10	

**Tasks involved in fulfilling above duty/responsibility:**

- Sweeps stairwells, ramps and entry ways weekly.
- Sweeps dirt and sand that accumulates outside the school entryway.
- Scrubs hallways and ramps with auto scrubbing machine weekly.
- Waxes floors as required.
- Dusts ledges, door tops and shelving.

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Performs light maintenance and repair of grounds and school building.
<b>Percent of Time:</b>	10	

**Tasks involved in fulfilling above duty/responsibility:**

- Shovels snow from walkways.
- Repairs light fixtures and changes light bulbs.
- Performs other repairs as needed such as doors and sink faucets.

<b>Duty/Responsibility No:</b>	7	<b>Statement of duty/responsibility:</b>
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<b>Percent of Time:</b>		Performs other comparable duties of a like or similar nature as assigned.
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of department policies, procedures, and guidelines.</li> <li>• Knowledge of tools applicable to trade.</li> <li>• Knowledge of operation of all equipment required in performance of the job.</li> <li>• Knowledge of all safety precautions applicable to trade.</li> <li>• Knowledge of preventive maintenance practices.</li> <li>• Knowledge of the application, use and proper storage of all chemicals used in performance of the job.</li> <li>• Knowledge of cleaning techniques and materials.</li> <li>• Knowledge of floor and carpet care.</li> </ul>
	2nd year graduate level		
	Doctorate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> No previous related work experience is required. On-the-job training is provided the employee in all major aspects of the job.			
<b>Required Supervisory Experience:</b>			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b>	

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Establishing and maintaining effective working relationships with employees, supervisors, and building staff.</li> <li>• Following assigned custodial schedules and assignments in accordance with department standards and requirements.</li> <li>• Ability to work independently with minimal supervision.</li> <li>• Ability to use tools and cleaning equipment applicable to trade.</li> <li>• Ability to read, understand, and follow safety procedures.</li> </ul>
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	<ul style="list-style-type: none"> <li>Ability to use a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.</li> </ul>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
	Titles of Positions Directly Supervised
1	
<b>TOTAL</b>	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

<p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption.</p> <p>The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk				x
Sit	x			
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear		x		
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds				x

up to 50 pounds			x	
up to 75 pounds		x		
up to 100 pounds	x			
more than 100 pounds	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Medium Work:**

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Signature – Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date

**Classification History:**