

Position:	Custodian (Day, Evening, Night)
Term:	12 Month/Full-Time
Classification:	Classified
Qualifications:	High School Diploma or equivalent 3-5 years related experience preferred
Supervisory:	No
Reports to:	Building Engineer Director of Facilities

The custodial staff is responsible for maintaining a clean, sanitized and attractive learning environment.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions

- Dust, sweep, and/or mop floors as necessary.
- Wash windows and clean window sills.
- Care for and clean the grounds (watering and mowing grass, trimming shrubs, etc.)
- Scrub, strip, wax floors as scheduled.
- Clean and sanitize restroom fixtures, hardware, tile, mirrors, partitions, floors, etc.
- Replace restroom supplies as needed.
- Set up tables, chairs, etc. for school meeting, games, dances, and any other events.
- Report any damage to school property and report maintenance needs.
- Replace light bulbs and fluorescent tubes as needed.
- Follow established schedule.
- Load and unload supplies and equipment.
- Completed minor repair work as needed.
- Sweep exterior walkways and remove snow as directed.
- Relieve, assist, or fill in temporarily on other jobs as assigned by supervisor.

- Know location, proper care, and use of all firefighting equipment.
- Maintain security of the classroom and buildings.
- Check to make sure all doors are locked, windows are locked, and buildings are checked for fire hazards.
- Assist with routine maintenance during summer months.
- Report any trouble or problems relating to the heating or cooling systems immediately.
- Clean all tools, supplies, and equipment after each use and store in their proper place.
- Secure the building at end of shift.
- Perform light maintenance duties according to capabilities or as directed.
- Fill in as Building Engineer on a temporary basis in the absence of a Building Engineer.
- Carry out all other duties as assigned.

Physical Demands

- Occasionally lift, push or pull over 60 pounds
- Lift, push, pull, and otherwise handle equipment and tools
- Frequently squat or kneel to the ground
- Frequently bend and twist while operating tools and equipment
- Frequently walk up and down stairs
- Frequently climb and descend ladders
- Frequently use repetitive arm, wrist and hand movements
- Use close, distance and peripheral vision as well as depth perception

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

Environment is that of a typical school setting. The individual who holds this position must:

- Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit
- Occasionally work in rain, sleet and ice and drive on slippery conditions
- Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.