

BLANCHESTER LOCAL SCHOOLS

JOB DESCRIPTION

Title:	CUSTODIAN	ADOPTED 4/15/2024
Reports To:	Assigned administrator/supervisor	
Job Objective:	Performs general custodial duties.	
Minimum Qualifications:	<ul style="list-style-type: none">• Available to work a non-traditional schedule and irregular hours when needed.• Basic computer proficiency or commitment to promptly acquire job-related technology skills.• Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)• High school diploma or GED. Custodial skills verified by training and relevant work experience.• Maintains a record free of criminal violations that prohibit public school employment.	
Preferred Attributes:	Effective interpersonal skills. Conscientious and self-directed.	
Physical Demand Level¹:	Medium strength (frequently lifting/carrying 26+ lbs.). Duties require communicating verbally, crouching, operating power equipment, pushing/pulling with both hands, reaching overhead, standing/walking while working, stooping, and using hand tools. ¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential
Functions:**

- 1. Uses technical and physical skills to clean and maintain designated areas or buildings.**
 - Assists with special event preparation and cleanup activities as directed.
 - Assists with the receipt of building deliveries.
 - Clears snow/ice from walkways and entrances. Assists with snow removal operations as directed.
 - Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when unsure about product use, storage, or disposal procedures. Follows health and safety guidelines to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
 - Delivers/picks up materials as directed.
 - Dry mops/washes floors. Cleans furniture, fixtures, walls, and windows. Provides regular trash removal. Moves furnishings, supplies, and equipment as directed. Cleans lockers. Replaces light bulbs. Cleans and re-supplies toilet rooms. Cleans glass, display cases, etc. Sanitizes handrails, drinking fountains, etc. Vacuums carpets. Spot cleans stains. Cleans carpets, floor mats, and runners. Strips and waxes floors.
 - Identifies work priorities to focus on tasks that require immediate attention.
 - Maintains orderly work/storage areas.
 - Monitors building security. Assists community groups as directed. Directs visitors to the office.
 - Monitors work provided by outside vendors to ensure compliance with district specifications.
 - Notifies the maintenance supervisor when building and grounds problems are noticed (i.e., electrical systems, HVAC equipment, plumbing, structural components, water leaks, etc.)
 - Prepares paperwork as directed. Ensures all required data is tracked and accurately recorded.
 - Respects the educational environment. Avoids disrupting building activities.
- 2. Consistently performs all aspects of the job. Diligently pursues high quality results.**
 - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
 - Helps ensure the accuracy and privacy of confidential information.
 - Maintains a professional appearance. Wears work attire appropriate for the position.
 - Sustains an acceptable attendance record. Consistently complies with established work schedules.
- 3. Maintains open/effective communications. Serves as a reliable information resource.**
 - Fosters goodwill and encourages relationships that enhance public support for the district.
 - Refers administrative procedure and district policy questions to an appropriate administrator.
 - Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.
- 4. Pursues opportunities to enhance job knowledge and skill proficiency.**
 - Keeps current with standards and practices associated with work duties.
 - Updates skills as needed to use task-appropriate technology effectively.
- 5. Keeps current with emergency preparedness and response procedures.**
 - Complies with health and safety protocols to mitigate workplace risks.
 - Protects district property. Takes precautions to prevent the loss of equipment and supplies.
 - Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.
- 6. Performs other specific job-related duties as directed.**
 - Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.