

**MADISON LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Custodian
Reports To:	Operations Supervisor
Status:	FLSA Classified; Section 3319.081 – ORC
General Description:	<ol style="list-style-type: none"> 1. Perform custodial work required for the routine care, maintenance, cleaning, protection, and preservation of the assigned building/building space, its contents, and grounds. 2. Maintain building (or building space) in a clean, attractive, healthy, and safe condition.
Qualifications:	<ol style="list-style-type: none"> 1. High school diploma/equivalent; 18 years of age. 2. Able to understand and follow oral and written instructions. 3. Able to complete necessary written reports in a timely manner. 4. Successful experience in custodial/janitorial work in a school or industrial environment. 5. Proficient in basic computer skills and applications necessary to access timely and relevant information and able to disseminate same. 6. Good attendance record. 7. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access all areas of District facilities, including operations, utility, and maintenance, appropriate classroom, lunchroom/cafeteria, library/media, performance, gymnasium, and office areas. 2. Able to follow safety rules and regulations. 3. Able to routinely lift and move heavy objects weighing at least 50 pounds and occasionally lift/carry equipment and supplies weighing up to 75 pounds. 4. Able to climb ladders and scaffolds to perform work tasks. 5. Able to remove/shovel snow and maintain grounds in a presentable manner. 6. Effective communication and interpersonal skills. 7. Able to present information to individuals and small groups in a clear and understandable manner. 8. Able to work cooperatively with students, parents, teachers, school staff, administrators, and the general public. 9. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 10. Able to interact well with other people, but also able to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. * Perform all phases of cleaning/housekeeping duties and routine maintenance and repair of the building and its furniture/equipment in accordance with District policies, administrative guidelines, local ordinances, Department of Health regulations and the provisions of State and Federal law, including OSHA. 2. * Follow the work schedule assigned, including day-to-day job assignments, work areas, special work projects, occasional overtime as assigned, and summer/break cleaning and maintenance. 3. * Complete required tasks of sweeping, mopping, waxing floors; emptying and cleaning trash/waste receptacles and pencil sharpeners; refilling towel, toilet tissue, and soap dispensers; removing cobwebs, 	

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cleaning windows, cleaning all chalk/dry erase boards, dusting and polishing furniture and woodwork, cabinetry, window sills, and railings, cleaning and disinfecting toilets, urinals, sinks/wash basins, and drinking fountains as scheduled.

4. Assist building staff with work assignments which need temporary support.
5. Regulate heat, ventilation, and air conditioning systems (if applicable) to provide temperatures appropriate to the season and ensure economical usage of fuel, water, and electricity.
6. Open and secure the building, classrooms, and other facilities as needed.
7. Replace non-LED light bulbs in assigned area as needed; perform minor repairs to furniture and equipment.
8. Provide outside maintenance to building and grounds, including clearing sidewalks and entryways of snow and ice.
9. Adjust cleaning schedules as needed due to evening/special use of the facilities.
10. *Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
11. Provide necessary custodial services to support the comprehensive instructional program, the program of food service, co-curricular and extra-curricular activities, interscholastic athletics, and community use of school facilities
12. *Maintain accurate records of all repairs and maintenance and prepare reports and repair orders as required by law, District policy, and administrative guidelines in a timely manner.
13. Help unload deliveries, document receipt, and store supplies.
14. Meet the professional expectations of attendance, suitable attire and decorum, participation in District meetings/functions, and support of District initiatives.
15. Respond to specific requests from the Principal on matters affecting the building operations.

Other Professional Expectations:

1. Serve as a role model for students and staff in how to conduct themselves as citizens and as responsible human beings.
2. Keep up-to-date and knowledgeable of facility operations, custodial and maintenance functions, safety-related matters and District issues.
3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee’s professional responsibilities.
4. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional exposure to inclement and extreme weather conditions for hours at a time.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee’s work performance or the safety of others while on duty.

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I have received and read this job description and fully understand the requirements set forth therein.

Employee's Signature

Date

Supervisor's Signature

Date

The Madison Local School District is an equal opportunity employer.