

**ZANESVILLE CITY SCHOOLS DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>CUSTODIAN</b>	<b>REPORTS TO:</b>	Head Building Custodian
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**TRAINING QUALIFICATIONS**

- High school diploma or GED equivalency.
- Ability to read basic operating instructions.
- Demonstrated aptitude for successful performance of assigned duties and responsibilities.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REQUIRED SKILLS AND ABILITIES**

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing.
- **Leadership Ability:** Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them.
- **Mathematics Skills:** Must have the ability to work with basic mathematical and computational concepts.
- **Reasoning Ability:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.
- **Technology Skills:** Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email.

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aide and ensure the safety of all.
- Is able to accept constructive criticism/feedback.
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community.
- Is conscientious and assumes responsibility for one's own work performance.
- Anticipates problems and unforeseen events and deals with them in an appropriate manner.
- Demonstrates an ability to make proper decisions when required.
- Demonstrates loyalty to the administrative team.
- Possesses high moral character and a good attendance record.
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation.
- Participates in appropriate professional organizations and their activities.
- Maintains a calm attitude and sense of control at all times.
- Maintains a high level of ethical behavior and confidentiality of information.
- Possesses the ability to be flexible and adaptable to changing situations.

**JOB GOAL**

To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

**WORK ENVIRONMENT/CHARACTERISTICS AND CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday.

- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children/adults.
- Many situations that require hand motions, e.g., computer keyboard typing, writing.
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop.
- Consistent requirements to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds.

## **DUTIES AND RESPONSIBILITIES**

1. General responsibilities:
  - a. Care of the building, grounds, and equipment.
  - b. Cleanliness and sanitation of building and grounds.
  - c. Economical and efficient use of supplies.
  - d. Dusting all furniture and equipment.
  - e. Removal of all fire hazards.
  - f. Secure premises to leave building - not leaving without permission of Head Custodian or Principal.
  - g. Good public relations; refrain from derogatory discussions about associates.
  - h. Cooperate with principal and custodial/maintenance supervisor.
  - i. Perform other duties as assigned by the principal and custodial/maintenance supervisor.
2. Duties to be performed as needed:
  - a. Sweep floors in all rooms, hallways, stairs, basements, entrances.
  - b. Remove all waste paper and rubbish (trash).
  - c. Sanitize drinking fountains.
  - d. Clean outside door glass panes at entrances.
  - e. Check and replenish soap, towel and toilet tissue dispensers.
  - f. Keep drains clean and open.
  - g. Assist in keeping lunchrooms in order.
  - h. Operate heating and ventilating system.
  - i. Scrub toilet urinals and lavatories and disinfects.
  - j. Mop hallways, kitchen, cafeteria and entrances.
  - k. Clean erasers, chalkboards and dry erase boards.
  - l. Clean windows, light fixtures and replace bulbs as needed.
  - m. Care for lawn and grounds as needed.
3. Miscellaneous duties:
  - a. Have doors unlocked in morning and secured in evening.
  - b. Raise American flag in morning; lower in evening.
  - c. Keep broken windows and incidental items in repair.
  - d. Take care of all emergencies and minor repairs.
  - e. Conduct routine maintenance checks and make adjustments.
  - f. Keep an inventory of supplies and equipment.
  - g. Perform duties aside from routine, which need immediate attention.
  - h. Help the principal and teachers when possible.
  - i. Consult the head custodian, principal and custodial/maintenance supervisor, when necessary.
  - j. Make yourself available as scheduled when activities are held in the building.
  - k. Is responsible for opening and closing building.
4. Summer work responsibilities:
  - a. Overall cleaning of the building.
  - b. Strip and refinish all floors.

- c. Thoroughly clean and repair all furniture.
  - d. Care for school grounds.
  - e. Make minor repairs and do necessary painting.
  - f. Complete maintenance work as directed by head custodian.
5. Performs such additional duties and responsibilities as assigned by the head custodian, building principal and/or custodial/maintenance supervisor to ensure efficient and effective operation and maintenance of the school grounds and buildings

TERMS OF EMPLOYMENT	260 Contract Days
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