

Custodian

Pemiscot County Special School District

Job Title: Custodian, Janitor
Department: Facilities
Reports to: Building Principal, or as assigned by the Superintendent
Classification: Non-exempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*)

Job Summary:

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

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities:

An individual who holds this position is required to
Clean all indoor facilities including floors, walls, windows and surfaces in all rooms and hallways
Use cleaning materials and techniques as directed
Assist with implementation of the district's pest management program
Assist with seasonal grounds work such as snow, ice and leaf removal and lawn care
Restock disposable items such as soap and paper towels
Any other duties as assigned

Supervisory Duties:

None

Qualifications:

Education

High school diploma or equivalent---at least two years of experience preferred but not required

Certificates, Licenses, Registrations

Valid Missouri Commercial Drivers License with S endorsement and P endorsement or ability to obtain such license

Skills and Abilities:

Language

An individual who holds this position must have the ability to:
Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals in English
Write routine reports and memos

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Respond to requests from staff members

Basic repair/maintenance skills preferred

Ability to work with adults and around students

Ability to work with little supervision

Ability to interact in a friendly manner with co-workers, parents and students

Computation

Ability to add, subtract multiply and divide using units of American money, weight, volume and distance. Ability to work with fractions, decimals, and percentages.

Reasoning

An individual who holds this position must have the ability to:

Solve practical problems

Interpret instructions given orally, or in writing by diagram or form

Technology

Minimal use of technology is required including data entry into inventory records

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands:

While performing these duties, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear.

The employee is frequently required to reach, climb, bend, squat, stoop and kneel

The employee continuously uses hand strength to grasp and use tools and climb ladders.

The employee must frequently lift or move up to 50+ pounds. Occasionally the employee will lift or move up to 90+ pounds. The employees will frequently push or pull items such as desks, tables, bleachers and scrubbing machines.

Specific vision requirements include close and peripheral vision and depth perception

Attendance:

Consistent and regular 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:

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors in all kinds of weather. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or

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caustic chemicals. The noise level of the work environment is usually moderate but can occasionally be loud.

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.