



# JOB DESCRIPTION

<b>NAME:</b>	
<b>TITLE:</b>	Custodian
<b>REPORTS TO:</b>	Director of Facilities
<b>DATE:</b>	8/5/20

**Check applicable interactive boxes below:**

Exempt     Non Exempt     Full-Time     Part-Time (# hours: )

**Position Summary:**

**This position helps maintain the cleanliness, status, function, and repairs of all buildings and grounds of O'Dea High School, to ensure safety, cleanliness and functionality. Scheduled special events may require alterations in daily shift to accommodate needs.**

**Responsibility and Activities:**

- 1. Assists in the maintenance and repairs of the physical school facilities to ensure operating excellence, cleanliness, and safety for full educational and community use. (65% of time)**
  - a. Performs regular inspections of the building for any cleanliness, safety or security concerns and takes appropriate action.
  - b. Performs building janitorial scope, as directed.
  - c. Addresses janitorial needs that arise during school hours in a timely manner.
  - d. Keeps all janitorial spaces clean, orderly, maintained and locked to student access.
  - e. Monitors and refills stock of all janitorial supplies in building as needed.
  - f. Assists with all special events on campus including cleaning, set-up and take down.
  - g. Assists Facilities Maintenance Specialist with small projects as directed.
  - h. Performs other related duties as assigned by the Director of Facilities and needed for the purpose of ensuring the safe, efficient and effective functioning of the school facility.
  
- 2. Assists with the maintenance of the grounds, including the lawn, trees, shrubs, exterior of the building and parking lot. (10% of time)**
  - a. Assists with weekly landscaping duties, as directed, including mowing the lawn, edging, weeding and blowing of sidewalks, curbs and parking lot.
  - b. Assists with pruning and trimming of shrubs and bushes as directed.
  - c. Assists with the bi-monthly pressure washing of the breezeway and courtyard.
  - d. Assists with quarterly fertilizing and maintenance of lawn including aerating, thatching and overseeding.
  - e. Assists with updating of beauty bark annually.
  - f. Performs regular inspections of grounds for cleanliness, safety or security concerns and takes appropriate action.

- g. Assists with watering and fertilizing of all flower pots as directed.

**3. Assists the Facilities Maintenance Specialist with the summer maintenance program and special projects. (25% of time)**

- a. Assists with basic repairs as needed in the areas of plumbing, HVAC, electrical, carpentry, and painting.
- b. Performs annual summer painting and deep cleaning schedule as directed.

**Physical Demands/Work Environment** - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Walking				✓
Bending				✓
Standing				✓
Stooping			✓	
Sitting		✓		
Climbing		✓		
Driving		✓		
Traveling		✓		
Extended hours and/or nights and weekends as needed			✓	
Lifting up to 50 lbs. with or without assistance			✓	
Lifting over 50 lbs. with assistance		✓		
Stretching/reaching				✓
Distinguish smell/temperature			✓	
Hearing				✓
Seeing				✓
Speaking and communicating effectively with clients, staff and others with diverse backgrounds				✓
Operating computer and standard office equipment				✓
Hand/finger dexterity				✓
Motor skills and hand-eye coordination				✓
Exposure to hazardous materials		✓		
Exposure to outside activities that could include extreme temperatures or inclement weather				✓
Other:				

*The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.*

**Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date