



## Rockford Area Schools Job Description

### Custodian

#### General Definition of Work

Performs intermediate semiskilled work ensuring the facility is clean, safe and OSHA compliant, and related work as apparent or assigned. Work is performed under the moderate supervision of the Director of Buildings and Grounds. Occasional oversight is exercised over high school custodians (2nd shift).

#### Qualification Requirements

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

#### Essential Functions

Opens and secures the building(s) on a daily basis; sets-up and takes down rooms for events as required.

Cleans bathrooms; sweeps and scrubs common areas; dusts and vacuums rugs and carpets; collects and disposes of trash/recycling/organic materials.

Responds to radio calls as needed.

Performs various/special tasks as requested by the supervisor; assists students, staff, and parents with general custodial needs.

Completes "FMX" Facility Maintenance requests.

Completes weekly and monthly inspections to maintain compliance with OSHA standards.

#### Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; general knowledge of parts manuals for equipment's; general knowledge of equipment cleaning manuals; general ability to record completed maintenance and repair requests, thorough knowledge of set-up and take-down needs for special events; thorough knowledge of fire extinguisher, exit and emergency light maintenance, general knowledge of eye wash/drench shower maintenance; general knowledge of the use of cleaning equipment, hand and power tools and bobcat operations; thorough knowledge of standard office equipment, computer hardware and related software including email and internet; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

#### Education and Experience

High school diploma or GED and minimal experience in custodial work, or equivalent combination of education and experience.

#### Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and repetitive motions, frequently requires standing, walking and lifting and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid



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conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to vibration, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily fluids; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements**

Boilers License preferred

Arming/disarming security system training

Fire Alarm training

Valid driver's license in the State of Minnesota