

JOB DESCRIPTION - WAPAKONETA CITY SCHOOLS

JOB TITLE: Custodian Worker

RESPONSIBLE TO: Building Principal

CONTRACT TERMS: 12 Months

QUALIFICATIONS: Will be reviewed periodically for update.

MAJOR FUNCTIONS:
Responsible for the overall cleanliness and maintenance of the building.

Director of Operations

|
Building Principal

|
Custodian Worker

Evaluated by:
Building Principal

Meets Expectations
Improvement Needed
Not Applicable

GENERAL DUTIES:

		Meets Expectations	Improvement Needed	Not Applicable
1A) Responsible for the heating plant and its routine operation, including periodic inspections, boiler blowdown and safety valve functions.	1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1B) The first shift custodian at each building will be responsible to operate the "Building Automation Control" "Heating Ventilation Air Conditioning" computer control systems for that building.				
a) Knowledge and ability to access computer information	1a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Attend and utilize all training provided by WCS for the specific operating system.	1b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Monitoring of set points, schedule, and alarms.	1c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Modify schedules as needed with the input from the principal and/or maintenance supervisor.	1d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Opens building and secures building at the end of day.	2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Responsible for:				
a. Daily cleanliness of areas assigned by the building principal;	3a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Maintaining strict schedule for cleaning restroom fixtures, floor cleaning and mopping daily as necessary to assure sanitary conditions;	3b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintaining a supply of paper products in restroom dispensers;	3c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Inspecting drinking fountains daily for operation and cleanliness; and	3d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Daily collecting and depositing all waste paper, rags and other waste.	3e.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains hazard free conditions by proper storage or disposal of paint, oily rags and other combustible materials.	4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Responsible for fire extinguishers being properly charged and in locations as designated.	5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Maintaining, cleaning and grooming shrubs, trees and grass, and trimming as necessary.	6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assists with snow removal from walks and steps to insure safe entrance and exit from the building.	7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Installs, inspects, lubricates and cleans playground equipment and playground areas.	8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Requisitions custodial supplies from supervisor.	9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Reports vandalism or unlawful entry to supervisor.	10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Assists maintenance personnel as needed.	11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. During the summer, performs general cleaning duties as directed by the principal/supervisor/director of operations.	12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The above mentioned position may include any or all of the listed general duties.	13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The above position is entitled to and is subject to all of the OSHA regulations pertinent to this position.	14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Performs such other related duties as may be assigned by the Building Principal or Director of Operations.	15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

See functional job analysis as attached.

Updated 11/5/21 (Changes approved by the LMC #93 approved by BOE 11/23/21)