



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 3/87; 4/87; 4/88; 4/89; 9/91; 11/91; 8/92; 11/92;  
3/93; 5/93; 11/94; 2/97; 7/07; 7/08; 10/12; 8/17; 6/18 ;11/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Custodian	<b>JOB CODE:</b> 457B
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Classified Hourly
<b>DEPARTMENT:</b> Maintenance Services	<b>WORKDAYS:</b> Annual Operational Employees
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> Rank M (NW13)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Bi-Weekly
<b>PRIMARY FUNCTION:</b> Follows schedule for cleaning assigned building area.	
<b>REVISION DATE(S):</b> 11/23	

**REQUIREMENTS:**

1.	Educational Level: None
2.	Certification/License Required: None
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; medium to heavy physical demands; occasional lifting of objects weighing up to 75 pounds
5.	Knowledge, Skills, & Abilities: Written and oral communication

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Cleans specified areas of building as outlined by Principal or Head Custodian of the school.
3.	Cares for school grounds as directed.
4.	Changes light bulbs in ceilings up to 10 feet in height.
5.	Cleans entire building regardless of ceiling heights, including dining areas.
6.	Performs other duties as assigned by appropriate designee.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_