

**SAUK PRAIRIE SCHOOL DISTRICT  
JOB DESCRIPTION**

**POSITION:** Custodian

**REVISED:** November 2011  
February 2017

**QUALIFICATIONS:**

1. High School diploma or equivalent
2. Job related training or skills
3. Good communication skills and ability to maintain confidentiality
4. Ability to safely lift objects weighing 60-75 lbs. on a regular basis without assistance
5. Basic computer skills

**REPORTS TO:** Head Custodian and Buildings & Grounds Director

**SUPERVISES:** None

**GENERAL FUNCTIONS:** Performs general cleaning and housekeeping and any related work as well as operate and maintain school facilities in an orderly manner, keep it safe and protect it from fires, water, and any other deterioration.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Observe and abide by safety rules and regulations.
2. Sweep, mop, scrub, seal, burnish and wax floors.
3. Empty trash/garbage containers and refurnish paper and soap dispensers
4. Comply with legal requirements and procedures for the storage and disposal of trash, rubbish, and waste.
5. Assist in snow removal as needed.
6. Operate school vehicles and all custodial equipment.
7. Make minor maintenance repairs, such as light fixtures, equipment and furniture repairs, including some plumbing and electrical repairs.
8. Climb ladders and scaffolds (Note: if an extension goes beyond 10 feet, an assistant should be present).

9. Maintain building security (locks doors, change lights, etc.).
10. Assist in loading and unloading trucks.
11. Perform minor maintenance projects such as painting, carpentry work, etc.
12. Wash windows, walls, sinks, toilets, furniture, wood work, etc.
13. Perform dusting and vacuuming.
14. Setup rooms, gym area or outside fields for activities as requested.
15. Load, lift or unload supplies and materials, equipment, etc. as needed.
16. Perform other duties as assigned by the Building principal or Buildings & Grounds Manager.

**TERMS OF EMPLOYMENT:** As defined in the Support Staff Handbook

**WORKING CONDITIONS:** Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; near visual acuity to review written documentations; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity and hand/eye coordination to operate vehicles, equipment, computers and communication devices; normal office and shop environment; exposure to changing temperatures and weather conditions, frequent lifting and moving items of varying weight and size.