

Oneida Special School District

Job Description

Position Title:	Custodian
Reports To:	Maintenance Supervisor / School Principal
Job Goal:	To provide students with a safe, attractive, comfortable, clean place in which to learn, play, and develop.
Term of Employment:	Varies by Position – Determined by Director of Schools

Responsibilities: (Include but are not limited to)

- Know and follow all school board and district policies and procedures;
- Perform general cleaning and maintenance of the school buildings – dust furniture, sweep classrooms daily, scrub and disinfect restroom fixtures and floors daily, use appropriate chemicals for cleaning, clean corridors daily, clean and disinfect drinking fountains daily;
- Work using a ladder, load and unload equipment and supplies, carry furniture;
- Maintain cleanliness of school grounds, pick up debris, keep flower beds weed free, remove snow/ice from walkways and driveways;
- Responsible for the general security of the building including opening and closing each day;
- Responsible for the general safety of the building including fire safety;
- Work rotating shift hours as needed;
- Remain on school premises during non-school hours when use of the building has been authorized/required by the principal;
- Establish and maintain an effective working relationship with the public, students, and other employees;
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

Qualifications:

- High school diploma or GED;
- Ability to read and interpret polices related to job duties;
- Possess adequate oral and written communication skills;
- Ability to read and execute basic operating instructions and write reports;
- Maintain a clean and neat personal appearance;
- Establish and maintain an effective working relationship with the public, students, and other employees;
- Perform physical duties as needed – lifting up to 50 pounds, sitting for long periods, walking, standing for extended periods of time.