



Custodian

Position Overview

The Custodian is responsible for maintaining a clean, safe, and welcoming environment for students, staff, and visitors at an elementary school. This position performs a variety of custodial and light maintenance duties to ensure that school facilities are properly cleaned, sanitized, and in good working order. The Custodian plays a vital role in supporting student health and well-being by upholding high standards of cleanliness throughout the building and grounds.

Cleaning & Sanitation

- Sweep, mop, vacuum, and scrub floors in classrooms, hallways, restrooms, cafeteria, gymnasium, and administrative areas
- Clean and disinfect restrooms, including sinks, toilets, and fixtures, multiple times daily
- Empty and sanitize trash and recycling receptacles throughout the building
- Dust and wipe down surfaces, furniture, desks, and whiteboards
- Clean windows, mirrors, and glass doors inside and around entry areas
- Replenish paper products, soap, and other supplies in restrooms and common areas

Maintenance & Repairs

- Report maintenance issues, safety hazards, or needed repairs to the Facilities Manager
- Perform minor repairs such as replacing light bulbs, unclogging drains, and tightening fixtures
- Monitor and maintain custodial equipment such as floor machines and wet/dry vacuums
- Assist with furniture setup and breakdown for school events, assemblies, and meetings

Grounds & Exterior

- Pick up litter and debris from school grounds, walkways, and parking areas
- Assist with snow removal, salting, and ice management during winter months
- Maintain storage areas, supply rooms, and custodial closets in an organized manner

Safety & Compliance

- Follow all district policies and OSHA regulations regarding safe handling and storage of cleaning chemicals
- Use proper personal protective equipment (PPE) when handling chemicals or performing hazardous tasks
- Ensure building is secure by locking doors and turning off lights at the end of shifts
- Participate in emergency drills and respond appropriately to building emergencies

Minimum Qualifications

- High school diploma or GED equivalent
- Prior custodial or janitorial experience preferred, but not required
- Ability to follow oral and written instructions in English
- Knowledge of cleaning methods, products, and equipment
- Must pass a background check in accordance with state requirements for school employment
- Valid driver's license preferred

Physical Requirements

This position requires regular physical activity. The Custodian must be able to:

- Stand, walk, bend, stoop, and kneel for extended periods
- Lift and carry up to 50 pounds without assistance
- Climb ladders and work at heights when needed
- Work in varying temperatures including outdoor environments
- Operate cleaning machinery and power equipment

Work Environment

The Custodian works primarily in an indoor school environment with exposure to cleaning chemicals, dust, and noise. Some outdoor work is required. Work may involve early morning, evening, or weekend hours for events or seasonal maintenance. The position may require flexible scheduling during school breaks.

Core Competencies

- Reliability and punctuality
- Attention to detail and pride in work quality
- Positive attitude and respectful communication with students, staff, and families
- Ability to work independently and as part of a team
- Strong work ethic and time management skills