



# EXCELSIOR SPRINGS

SCHOOL DISTRICT

— *Together, Achieving Excellence* —

## Job Description

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<b>POSITION DESCRIPTION:</b>	Custodian
<b>F.L.S.A.:</b>	Non-Exempt
<b>QUALIFICATIONS:</b>	High School diploma or G.E.D.
<b>REPORTS TO:</b>	Head Custodian of building, Custodial Director

### ESSENTIAL JOB FUNCTIONS:

1. Perform major cleaning tasks such as vacuuming (using a 20 lb. Vacuum daily for 3-4 hours), wet-mopping, sweeping, dusting, emptying trash (lifting waste paper and debris-minimum of 55 lbs.) and pencil sharpeners, cleaning chalkboards and disinfecting drinking fountains.
2. Clean restrooms, including floors and all fixtures (i.e.: urinals, toilets, sinks, mirrors, partitions, and counters). Ensure restrooms are clean and disinfected.
3. Wash windows and sills (door glass).
4. Perform ongoing tasks such as replacing light bulbs (climb ladders up to a height of 16 feet), filling dispensers, and setting up facilities for student and adult use (lifting furniture, boxes, and cafeteria tables-minimum of 55 lbs.).
5. Make minor building repairs and promptly report major repairs needed to the Head Custodian.
6. Work as necessary to meet District events and facility schedules.
7. Ensure that all doors and windows are appropriately locked.
8. Must be able to go up and down stairs frequently, as well as regular bending and standing as needed in a daily shift.
9. Assist in major clean-up in summer, such as washing desks and chairs, washing down walls, stripping and waxing floors, etc.
10. Listen to and follow directions, exhibit good communication skills, maintain positive relationships and a professional appearance, use basic office technology such as email, internet, and computers.

### ADDITIONAL RESPONSIBILITIES:

1. Understand and communicate, both verbally and in writing, using the English language to staff, students, and patrons of the district.
2. Maintain a positive demeanor.
3. Demonstrate exemplary customer service skills.
4. Maintain a professional relationship with staff, students, and patrons.
5. Attend meetings as scheduled by supervisors and District Administrators.
6. Complete requested paperwork, electronic forms, surveys, or training as requested.