

LaPorte Community School Corporation
Job Description

Job Title: Custodian Day/Night
Reports To: Head Custodian/Assistant Head Custodian
Custodial Supervisor 2nd and 3rd Shift
Prepared Date: January, 2000

Essential Functions

Keep assigned building area clean, comfortable, and ready for school use.

Make requisitions for supplies and equipment and building repairs known to the head custodian or immediate supervisor.

Close and lock all windows and doors at the end of each day in areas of responsibility.

Report to the supervisor any items that need immediate attention.

Perform inspection of general area and complete additional cleaning and maintenance tasks as they are discovered.

Night Custodian will check on boiler and mechanical operation and make proper boiler entries as assigned by the Head Custodian.

Follow necessary procedures for building security.

Operate sweepers, buffers, wet vacs, and other general equipment.

Change light bulbs and/or ballast.

Take care of flag display.

Check for fire and safety hazards. Correct and/or report to your supervisor.

Remove all snow and ice from entrances, walks, and steps.

Work in emergency areas where needed in the event school is dismissed due to inclement weather.

Take care of special requests from the Principal and take care of any emergency duties as they arise.

Responsible for operation of heating plant and any and all mechanical machinery needed for the operation of the building.

Accept deliveries and relocate same to areas of destination.

Perform duties such as mowing, sweeping, graffiti removal, and paper and debris removal.

Assist students, teachers, and patrons in ways that would promote the educational process and enhance community relations.

Perform other duties assigned by the Principal, Assistant Principal, immediate supervisor, Assistant Director, and/or Director of Facilities.

Qualifications and Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

High school diploma or GED. Three to six months of practical experience in general cleaning and/or basic maintenance.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to custodians and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations

N/A

Other Skills and Abilities

Ability to operate all custodial cleaning equipment

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.

The noise level in the environment is usually moderate.

Terms of Employment

Twelve-month position; salary and work year to be established by the Board of Trustees.