

# Custodian

## Chickasha Public Schools

**Job Title:** Custodian  
**Location:** School Site  
**Immediate Supervisor:** Asst. Supt. Of Maint./Principal/Head Cust./Main. Supervisor  
**Supervises:** Substitute Custodians

### Purpose of Position:

To maintain the physical school plant in proper operating condition and maintain the proper degree of safety so the full educational use of the school plant is possible at all times.

### Qualifications:

High school diploma or GED  
 Custodial experience, preferably in a school or related work environment  
 Physically capable of performing prescribed duties

<b>Physical requirements:</b>	<b>Skills, knowledge and abilities:</b>
<ul style="list-style-type: none"> <li>• Good health and high energy level</li> <li>• Ability to lift objects weighing 30 lbs. or more</li> <li>• Ability to climb &amp; descend a ladder</li> <li>• Extensive kneeling, crawling &amp; bending</li> <li>• Ability to tolerate a stressful environment</li> <li>• Ability to lift objects above shoulder level</li> <li>• Extensive pushing/pulling and twisting</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to read warning labels and safety documents</li> <li>• Ability to comprehend and follow both written and oral instructions</li> <li>• Familiarity with machinery used in cleaning</li> <li>• Ability to interact courteously with students and adults</li> <li>• Attention to detail</li> <li>• Ability to work without close supervision</li> <li>• Familiarity with cleaning products and chemicals</li> <li>• Proficient in multi-tasking</li> </ul>

**Essential Job Functions** (The duties listed below are not intended to depict all tasks required by this position. Duties may also be divided among staff as directed by the Supervisor.)

- Comply with School Board Policy
- Vacuum, sweep, dust, mop, wax and buff according to schedule
- Be alert to safety conditions; anything found unsafe should be reported to supervisor and rendered safe as soon as possible
- Be alert to repair work that needs to be done
- Prepare orders for supplies as needed and submit to the Head Custodian
- Visually inspect all building areas that need supplies, such as paper towels, toilet tissue, soap, etc., daily
- Keep buildings and premises, including sidewalks, driveways, parking lots, grounds and play areas neat and clean at all times

- Perform assigned daily tasks on time
- Communicate and confer frequently with the head custodian
- Keep custodial supply closets neat and clean
- Comply with relevant laws and procedures for the storage, use and disposal of chemicals, trash, rubbish, waste and blood borne contaminated items
- Move furniture and/or equipment within the building(s) as required for various activities and as directed by supervisor
- Remain on the work-site premises during work shift schedule unless excused by supervisor
- Make such minor building repairs as individual is capable of doing
- Perform such yard keeping chores as grass cutting, edging, trimming as directed by supervisor
- Secure and lock all entrances to buildings
- If applicable; open building each day
- Raise the U.S. and Oklahoma Flags daily
- If applicable; check the overflow drains in the basement daily
- Clean all restrooms located in assigned area
- Keep restrooms supplied with soap, toilet tissue and paper towels
- Be on call as needed, above regular hours
- Respects the privacy of confidential matters relative to students, patrons and personnel
- Provide supervision for extra activities
- Attend custodial training meetings as scheduled by supervisor
- Uses good judgment at all times
- Comply with all items contained in the district's Hazard Communication Program
- Attend quarterly safety meetings as scheduled by the district safety coordinator

**Other Job Functions:**

- Perform other duties that may be necessary to achieve job purpose, or that may be assigned by supervisor.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

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Employee Signature

Date