

CENTER GROVE COMMUNITY SCHOOL CORPORATION JOB DESCRIPTION

Position Title	Custodian
Building/Department	Maintenance
Supervised & Evaluated By	Assistant Director of Facilities
Evaluation	Yearly

Position Details: Days Per Year <u>184</u> Hours Per Day <u>4</u>	Benefit Level: <input type="checkbox"/> A Certified Administrators <i>See Pages Below</i> <input type="checkbox"/> B Directors and Coordinators <i>See Pages Below</i> <input checked="" type="checkbox"/> C Support Staff <i>See Pages Below</i> <input type="checkbox"/> D "Other"- No Benefits <input type="checkbox"/> Bargaining Unit <i>Master Teacher Contract</i>	FLSA Overtime Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt Job Description Updated: 05/18/15
Employment Status: <input type="checkbox"/> Full-Time Employment <input checked="" type="checkbox"/> Part-Time Employment <input type="checkbox"/> Temporary Employment <input type="checkbox"/> Seasonal Employee		

Minimum Qualifications and Credentials Required:

1. High School Diploma or General Education Degree (GED)
2. Custodial and light maintenance experience required
3. Supervisory experience preferred
4. Must be able to perform physical labor without restriction such as bending, lifting, stooping and carrying objects
5. Must be able to walk and stand for extended periods of time
6. Must be able to lift up to 50 pounds
7. Must be able to climb ladders and/or stairs, and work at heights over 3 feet
8. Must be able to work outdoors in all weather conditions
9. Must be able to operate manual and powered equipment without restriction

Essential Functions:

1. Assumes custodial work assignment for his/her shift
2. Ensures the safety, health, security and comfort of all students, staff and visitors to the building at all times
3. Keeps building and premises, including sidewalks, driveways and play area, neat and clean at all times
4. Shovels snow from walks and steps and applies ice melt or salt as needed. Operate a powered snow blower or ATV, if required
5. Performs lawn work as assigned. Operates a power mower, if required
6. Performs minor repairs and work order requests as directed by the Lead Custodian, Director of Maintenance, and/or building principal
7. Reports major repairs and/or damage to school property to Lead Custodian, Director of Maintenance and/or Facility Engineer immediately. Assists in securing safety of occupants and protecting premises against further damage
8. Assists school cafeteria in general cleaning, trash removal and unloading deliveries as assigned
9. Moves furniture or equipment for various activities as directed by the Lead Custodian, Director of Maintenance and/or building principal
10. Remains on school premises during school hours at other times when supervising building rentals
11. Complies with all applicable laws and procedures for the correct use of personal protective safety equipment; and for the proper handling and storage of cleaning chemicals, and disposal of trash, rubbish and waste

CENTER GROVE COMMUNITY SCHOOL CORPORATION MISSION

To develop knowledgeable, confident and responsible citizens by providing an extensive learning experience relevant to the interests and capabilities of every student, in partnership with the home and community.

12. Participates in training programs and/or corporation in-service training as required
13. Performs other tasks and assumes other responsibilities assigned by the Lead Custodian, Director of Maintenance and/or the building principal