

School District of Wisconsin Dells

CUSTODIAN III

Qualifications:

1. Good communication skills.
2. The ability to organize, direct and carry out tasks necessary for the uninterrupted and comfortable operation of the school plant, ensuring that standards of cleanliness, safety and security are met.

Reports To: Buildings and Grounds Supervisor, Building Principal

Job Goal: To provide a clean, safe, and healthful environment for the students and staff of the School District of Wisconsin Dells.

Duties and Responsibilities:

1. Clean and maintain buildings and grounds as assigned by supervisory personnel. Must be physically able to lift up to fifty pounds unassisted and be able to operate with proficiency the following pieces of equipment: automatic floor scrubber, floor burnisher, carpet extractor, back pack and floor vacuum, snow and lawn care equipment. Duties also include shoveling snow and all other duties deemed necessary by the supervisory personnel to make and maintain a safe and clean environment.
2. Understand and be able to operate the fire and security system.
3. Understand and be responsible for the preparation for events within the school district. Such duties may include setting up sound systems and providing chairs, risers, etc., for athletic events and other school activities.
4. Report to Buildings and Grounds Supervisor any needed repairs or supplies necessary to perform their duties.
5. Dress and act in a professional manner that serves as a proper role model for the students and other members of the public.
6. Be able to work from heights up to ten feet on a ladder and thirty feet on a lift.
7. Be able to work in an environment where at times noise levels, dust and chemicals are present.
8. Shall be required to use all safety equipment assigned by the direct supervisor. The District will provide all the safety equipment necessary for the employee to perform such tasks, i.e. ear plugs, dust masks, goggles, disposal gloves, lift belts, etc.
9. Supervise the work of the Custodian I's, assign and schedule work duties under the direction of the Building Principal and Buildings and Grounds Supervisor.
10. Make minor repairs of buildings and equipment.
11. Have computer knowledge necessary to update inventory and correspond to appropriate parties via e-mail.

12. Carry out a system of inspections to assure the cleanliness and safety of buildings and grounds.
13. Take responsibility for the appropriate training of not only the Custodian I's, but the substitute custodians within his or her building.
14. Schedule cleaning and maintenance so as not to interfere with any scheduled activities occurring in the school.
15. Keep track of scheduled activities in the building and organize set-up and take-down of such events.
16. Cooperate with staff, students and visitors to harmoniously achieve the purposes of the school.
17. Take responsibility for the security and/or breach of security of his or her building.
18. Perform other duties as assigned by the Buildings and Grounds Supervisor.

Terms of Employment: Wages, benefits, hours and working conditions to be established in accordance with the current support staff collective bargaining agreement language.

Evaluation: Performance of this job will be evaluated in accordance with Board policies.

Policy Adopted: 04-15-75
Policy Amended: 08-20-91
Policy Amended: 07-19-99