

EMPLOYEE JOB DESCRIPTION

JOB TITLE:	Custodian
DEPARTMENT:	Facilities
CLASSIFICATION: Exempt /Nonexempt	Nonexempt
REPORTS TO:	Office Manager
SUPERVISORY RESPONSIBILITY:	None
POSITION TYPE AND EXPECTED HOURS OF WORK full time or part time typical work hours and shifts days of week overtime expectations	Part-time, 20 hours per week (4 hours 5x per week) Extended hours and/or weekend work may be required during special events or to complete special projects.
REVIEWED/REVISED DATE:	June 2023

REQUIRED EDUCATION:
High School diploma or GED

REQUIRED LICENSE:
None

REQUIRED CERTIFICATIONS:
None

REQUIRED WORK EXPERIENCE (YEARS):
1 year or more doing janitorial/custodial work. Experience working in a school environment preferred.

REQUIRED QUALIFICATIONS:
Ability to perform custodial work, including using common custodial tools and operating labor-saving devices such as lawn blowers, vacuum cleaners, carpet cleaners, etc. Ability to follow written and verbal directions. Computer knowledge to include ability to check and send emails and perform light work in Word, Excel and/or Google applications. Able to work well with others.

JOB SUMMARY/PURPOSE (1325 Character Max):
To maintain the appearance of the campus and to provide a clean and safe learning and work environment for our visitors, team members, and children through daily and periodic cleaning and maintenance tasks. This position will also provide assistance to the Facilities Coordinator as needed.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental job duties of the position. A job function may be considered essential because the reason the position exists is to perform that function, there are a limited number of employee available among whom the performance of that job description can be distributed, and/or the function may be highly specialized. Evidence of whether a particular function is essential includes, but is not limited to, the amount of time spent on the job performing the function and the consequences of not requiring the incumbent to perform the function.

ESSENTIAL JOB FUNCTION (1): Custodial

- Cleaning and sterilizing restrooms.
- Maintaining the cleanliness of hallways, stairwells, and outdoor classroom.
- Walk exterior of campus and picking up debris from perimeter of school buildings, parking lot, playground, play field, and any other area assigned.
- Empty trash receptacles and dispose of trash as needed.
- Dust furniture, fixtures, equipment, window sills, air vents and any other area assigned.
- Refill paper product dispensers as needed and ensure classrooms have necessary cleaning supplies.
- Spot clean walls as needed.
- Maintain the cleanliness of team member kitchens and ensure utensils, flatware, cleaning supplies, etc. are stocked.
- Periodic cleaning of sofas and chairs.
- Occasional clean up of bodily messes including vomit, feces, urine and/or blood in accordance with safety standards and training.
- Assist with cleaning cafeteria tables.
- Keep cafeteria floors at an acceptable clean level.
- Make observations and alert Facilities Coordinator and Office Manager about the need to purchase supplies and/or perform repairs and maintenance.
- Ensure all cleaning supplies and equipment are secure and monitored to keep them out of reach of children during task performance, and ensure supplies and equipment are properly stored once task has been completed.
- Perform other periodic tasks as listed on the daily/weekly/monthly/quarterly checklists.
- Perform tasks as assigned from work orders and close out once completed.
- Perform other duties as delegated.

ESSENTIAL JOB FUNCTION (2): Facilities Support

- Assist with painting rooms, hallways, and exterior of building.
- Helping with minor repairs.
- Assisting with furniture set up and movement.
- Assisting with storage and retrieval of items in our storage facility.
- Assisting with storage of incoming shipments.
- Assisting with other maintenance tasks as required.
- Other special projects as assigned.

ADA CRITERIA

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME	HOURS/DURATION AT A TIME	DISTANCE	WEIGHT
Standing	Remaining on one's feet in an upright position at a work station without moving about.	O	.5	N/A	N/A
Sitting	Remaining in a seated position.	O	1	N/A	N/A
Walking	To move about on foot or traverse work area.	C	4	N/A	N/A
Pushing/Pulling	May include office drawers, carts.	C	N/A	100 yds	100 lbs.
Lifting	Raising or lowering an object from one level to another.	F	N/A	N/A	50 lbs.
Carrying	Transporting an object, usually holding it in the hands or arms, or on shoulder.	C	N/A	100 yds	30 lbs.

PHYSICAL REQUIREMENTS	DESCRIPTIONS	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Squatting	To sit in a low or crouching position with the legs drawn up closely beneath or in front of the body; sit on one's haunches or heels.	F
Kneeling	To bear weight on one or both knees.	F
Crawling	To move freely on hands and knees.	O
Bending/Stooping	To bend the head and shoulder, or the body, forwards and downward from an erect position. May also include side or backward bending of the spine.	C
Climb Stair	To go up or ascend, by using the hands and feet or feet only.	C
Climb ladder	To go up or ascend, by using the hands and feet or feet only.	O
Driving	Operate a motorized vehicle.	O

Reaching Overhead	To touch or grasp by extending a part of the body such as a hand).	C
Hand: Grasping	To seize and hold one or more objects in one's hand(s). To work with the hands in placing/turning motions.	C
Hand/Finger: Fine Manipulation	To manipulate small objects rapidly and/or accurately.	F
Hearing	Ability to distinguish between different tones in person and through electronic devices, and understand meaning of words associated with them. To comprehend language.	C
Speaking/Talking	Ability to express or communicated by voice words and ideas to others.	C
Communication	Ability to understand meanings or words and to use words effectively in order to clearly present information or ideas.	C
Vision	Ability to perceive or comprehend through sense of sight, including the ability to read words and recognize symbols.	C
Color Vision	Ability to perceive or comprehend colors through the sense of sight and distinguish between colors.	C

WORK ENVIRONMENT AND TRAVEL - work environment; temperature, noise level, inside or outside, or other factors that will affect the person's working conditions while performing the job; along with the percentage of travel time expected for the position.

ENVIROMENTAL CONTITIONS: Job requires exposure to the following:	FREQUENCY (O) = 1-33% (F) = 34-66% (C) = 67-100% OF TIME
Blood and/or fluids	O
Latex	O
Extreme noise (interferes with normal conversation)	F
Wet or humid conditions (non-weather)	C
Extreme heat (non-weather)	O
Extreme cold (non-weather)	O
Hazardous waste	O
Fumes or airborne particles	F
Toxic or caustic chemicals	C
Risk of radiation	N/A
Risk of electrical shock	O
Work near moving mechanical parts	O
Vibration	O
Work in high, precarious places	O



Grease or oil	O
Outdoor weather conditions	C

EEO

STATEMENT

Jack & Jill Children’s Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran’s status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager/Director _____ HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____