

4-J SCHOOL DISTRICT

Job Title:	NIGHT CUSTODIAN	Dot #: 381.687-014
Department:	Facilities Maintenance	
Work Hours:	8 hour shift/5 days week, swing shift during school year, day shift during summer months	
Job Summary:	<ul style="list-style-type: none"> • Keeps premises of school in clean and orderly condition. • Cleans floor surfaces, windows, counter tops, lockers, restrooms, gyms, cafeteria and locker rooms. • Moves furniture and other equipment as necessary to perform cleaning duties. • Operates floor scrubbers, vacuum cleaners, buffers and other powered cleaning equipment. • Collects & disposes trash and debris. • Secures classrooms and hall areas after cleaning. • Participates in gang cleaning of larger areas. • Performs heavier cleaning activities during summer months. 	
ESSENTIAL JOB FUNCTIONS: (Constantly over 2/3 time, Frequently 1/3-2/3 time, Occasionally under 1/3 time, Rarely under 10% time)		
Physical:	<ul style="list-style-type: none"> • Standing/Walking: Constantly; throughout work shift on tiled or concrete surface. Distance may vary six to eight miles daily depending on task assigned. • Sitting: Occasionally; during breaks and lunch only. • Lift/Carry: Frequently, 1-10 lbs; equipment, supplies, trash. Occasionally; 11-25 pounds while moving furniture, supplies and larger bags of trash. Assistance is available for heavier lifting. • Push/Pull: Frequently; using both hands and arms while mopping/dust mopping, moving furniture and materials exerting a force of 15-20 pounds. Rarely; 20-35 pounds during summer major cleanings. • Climbing: Occasionally; ladders up to a distance of 6-8 feet while cleaning upper areas or changing lights. • Balancing: Occasionally; while working at heights while cleaning or changing lights or while in man-lift. • Bending/Twisting: Frequently; at waist/knees/neck throughout work shift, emptying trash, spot cleaning. Occasional twisting maybe required but can be avoided with attention to proper body mechanics. • Kneeling/Crouching: Occasionally; may be required while cleaning lower areas, retrieving supplies from lower shelves. • Hands/Arms: Constant use in reaching/handling/grasping/fingering while operating equipment, wiping and cleaning surfaces and while using hand tools and other cleaning equipment. Overhead reaching required. • Sight: Constantly; in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception; hand/eye coordination required in operation of equipment and tool use. • Speech/Written Communication: Occasionally; to interact with co-workers and record data. 	
Mental:	<ul style="list-style-type: none"> • Must be able to work independently and follow through on all work as assigned. • Must be able to communicate with co-workers and supervisor and work as a team on some projects. • Must be able to read, write and speak English and perform some basic mathematical calculations. 	
Work Conditions:	<ul style="list-style-type: none"> • 95% indoors, climate controlled. 5% outdoors while dumping trash, removing debris from building. • Custodians are on 12-month assignments. During summer months, major cleaning of school buildings is required, including stripping/waxing floors, high cleaning, high dusting and working from ladders or manlift. Work is more physical during summer months; heavier work demands include more lifting, bending, stooping, etc. • Hazards: moving equipment, slippery surfaces, exposure to electric shock and some chemicals. • Equipment: floor scrubbers, manlifts, ladders, hand tools, step stools, hand truck, vacuum cleaners, mops, dust mops, brooms, other cleaning equipment and supplies. Safety equipment: gloves, hearing protection as required and back support belts (optional). 	