

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

Position Title: **Custodian I - Daytime**

JD SS 404

Updated: Summer 2009

Qualifications:

- High school graduate or equivalent (GED).
- Ability to operate vacuums, sweepers, carpet and floor shampoos.
- Ability to lift objects up to 50 or 60#.
- Enjoy working with others.
- Ability to communicate and get along with others freely.
- Basic knowledge of cleaning chemicals and their use.
- Maintain proper hygiene.
- Possess a valid Wisconsin driver's license.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.

Immediate Supervisor: Supervisor of Buildings & Grounds

Primary Duties:

- Recycling
- Cafeteria
- Administration Building

Specific Responsibilities:

- 01 Recycling (*including but not limited to*):
- Paper
 - Aluminum Cans
 - Cardboard
 - Tin cans & plastic containers from kitchen
- 02 Cafeteria (*including but not limited to*):
- Set up cafeteria for breakfast and lunch.
 - Haul out waste.
 - Auto scrub and mop cafeteria floors.
 - Mop kitchen and haul out waste and recycling.
 - Clean kitchen office and bathroom.
 - Remain in cafeteria while meals are served.
 - Crowd control.
 - Help serve meals if necessary.
 - Put cafeteria tables up and down.
 - Other if needed.

- 03 Administration Office (Some items will have to be done daily and some weekly. This will be left up to the employee as long as the office complex is a clean, neat appearing work facility:
- Vacuuming.
 - Dusting.
 - Windows.
 - Bathroom.
 - Waste Paper.
 - Secure Building.
 - Carpet spotting, etc.
 - Snow removal from steps and ramp - salt if needed.
- 04 Clean and disinfect entry way doors and windows.
- 05 Help with teacher custodian requests - time permitting.
- 06 Report items that require additional repairs or appear harmful to anyone to immediate supervisor
- 07 Report all incidents of vandalism to the immediate supervisor
- 08 Empty all recycling bins as needed.
- 09 Wash out garbage containers and covers on a weekly basis
- 10 Stack chairs and move tables as needed
- 11 Keep lights turned off in all areas not in use
- 12 Perform such other custodial duties and related tasks as assigned by the immediate supervisor or administrator.
- 13 The employee will wear a back support when doing any lifting. The support belt will be provided by the district.

See attached color-coded floor area map of the building for specifically assigned cleaning areas.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the Supervisor of Buildings and Grounds.