

We are currently accepting applications for a full-time Custodian in our school district. This position is for 8 hours per day, 12 months per year and includes benefits. The annual salary is \$30,566. Applications must be submitted using this link:  
<https://mantuaschools.schoolspring.com?jobid=5462353>

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Custodian shall:

1. Keep assigned areas of the buildings and grounds, (including sidewalks, driveways, and play areas) neat, clean, and safe, completing the tasks outlined in the Custodial Services Plan for the building. Scrub, clean, and disinfect daily all assigned drinking fountains, bathroom floors, and sanitary fixtures. Wash windows and clean shades and blinds on an established and regular schedule. Keep all floors clean.
2. Perform assignments relating to insuring all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
3. Clean up body fluids from a sick or injured person, following prescribed procedures.
4. Remove snow and ice by shoveling, plowing, salting, and/or sanding walks, driveways, parking areas, and steps.
5. Check regularly the security of the building and ensure that all exit doors are operational, and that all panic hardware is working when the building is occupied.
6. Serve in the school assigned, substituting in another school when necessary, and remain on school premises during assigned hours, unless assigned to another site.
7. Remove trash daily and comply with all laws, regulations and procedures for the storage and disposal of trash and waste.
8. Maintain an adequate supply of cleaning chemicals, requesting replacements in a timely fashion. Store supplies and chemicals in a safe and approved manner.
9. Move furniture, equipment, supplies, and deliveries as required and requested.
10. Change light bulbs whenever any are in need of replacement.
11. Perform specialized cleaning of facilities during the summer months or when school is not in session.
12. Participate in safety and Right to Know training.
13. Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
14. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.