

**JOB TITLE: Middle School Custodian**

REPORTS TO: Building Principal & Maintenance Supervisor

EMPLOYMENT STATUS: Hourly, part-time

FLSA status: Non-Exempt

**BASIC FUNCTION:** To provide all students and staff with a physical learning environment that is safe, clean, pleasant, attractive, and smoothly functioning.

**QUALIFICATIONS:**

1. Appropriate educational background.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Ability to work with computers.
4. Capable of maintaining harmonious and effective relationships with staff, supervisors, and co-workers.
5. Maintain regular attendance.
6. Ability to exercise initiative and to effectively work independently.
7. Physical ability to perform assigned job duties.

**ESSENTIAL FUNCTIONS/PERFORMANCE RESPONSIBILITIES:**

- Determines steps required to complete assigned tasks. Manages time and resources effectively.
- Possesses knowledge of safe work habits and practices same.
- Cleans and dusts furniture, eaves, fixtures, windows, doors, trim, and related furnishings, and other general cleaning duties as assigned.
- Cleans, renovates, and renews floor surface finishes.
- Vacuums, spot cleans and extracts carpet as needed. Sweeps, mops, and scrubs floors and other surfaces.
- Locks/Unlocks doors and windows to classrooms and offices.
- Assists with set up/tear down of events such as athletics, conferences, etc.
- Reports to the proper authority any unsafe or dangerous conditions existing on school properties or within the buildings and any irregular use of buildings and grounds.
- Is available for any work assignment as deemed necessary to resolve custodial and/or operational problems within the district.
- Moves furniture, supplies, and miscellaneous equipment.
- Reports in and out to the proper person when work is to be performed within that building or on the grounds.
- Sweeps or shovels snow from steps and walks at building entrances and salts as needed.
- Reports items that require repair to maintenance supervisor.
- Participates on emergency work crews whenever needed.
- Increases skill level continually and gains updated knowledge about equipment and methods by attending school, seminars, etc. Completes safety tutorials as assigned.
- Performs other duties as assigned by the Maintenance Supervisor or Superintendent.

**APPLICATION:**

Applications will be reviewed upon arrival and should therefore be submitted as soon as possible. If interested, please apply to:

Tracy Cropsey, Marcellus Middle School Principal

[Tracy.cropsey@marcelluscs.org](mailto:Tracy.cropsey@marcelluscs.org)

**Deadline for application:** Until Filled

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; speak; and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds such as furniture, cleaning equipment, chemical containers, etc. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and noisy environments.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical equipment. The employee may frequently work with toxic or caustic chemicals such as petroleum products, degreasers, gasses, fumes, cleaning products, and sprays. The employee also works in outside weather conditions and can be exposed to fumes or airborne particles. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually loud and occasionally very loud.

Marcellus Community Schools is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of race, color, age, sex national origin, religion, citizenship, handicap, height, weight, marital status. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position.

Title: Custodian

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instruction and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Date

My signature signifies that I have reviewed the contents of the job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date