



## **Position Description**

### **School District of Monroe**

- JOB TITLE:** Building Custodian
- CLASSIFICATION:** Hourly Support Staff
- JOB OBJECTIVE:** Maintain a quality and efficient custodial and cleaning program in order to ensure the safe and effective operation of the assigned school building.
- REPORTS TO:** Custodial Coordinator/Building Principal
- QUALIFICATIONS:** Working knowledge of methods, materials, and equipment used in maintaining the cleanliness of a commercial building or facility. Interpersonal skills necessary to operate in a facility of students and staff. Basic computer and social media operation skills. High School diploma. Ability to lift up to fifty pounds in a general work setting.
- PRIMARY DUTIES:**
- Collaborate with Director of Building and Grounds, Custodian Coordinator, and Building Principal to ensure an adequate custodial and cleaning program for the school
  - Coordinate with Director of Building and Grounds, Custodian Coordinator, Building Principal, and Athletics/Activities Director to ensure readiness for day-to-day activities and special events
  - Prioritize and complete daily cleaning, grounds work, and custodial activities, as directed by Custodian Coordinator. Complete maintenance and repair activities on a scheduled and as-needed basis, such as repairing and maintaining small equipment, changing air filters, etc.
  - Maintain knowledge of cleaning supply safe practices and manuals
  - Maintain a positive attitude to meet the custodial needs and expectations of building staff
  - Assist as needed at other buildings to complete work during times of special projects or personnel absences
  - Serve as a positive adult role model during interactions with students
  - Establish and utilize productive relationships with parents/guardians, students, staff, and community

**ADDITIONAL DUTIES:**

- Participate in activities which contribute to the effective operation of the school
- Assist in maintaining student behavior at school events as requested

*Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.*

REVISED:        May 2020