



Book	Job Descriptions
Section	Job Descriptions
Title	CUSTODIAN
Code	
Status	Active
Adopted	September 1, 2020

## School District of Turtle Lake

### Custodian

### Position Description

### School District of Turtle Lake

Job Title	Custodian
Qualifications	<ol style="list-style-type: none"><li>1. High School Diploma</li><li>2. Custodial work experience preferred.</li><li>3. Have a valid driver's license.</li><li>4. Adaptable to working around students.</li><li>5. Ability to assume responsibility, display initiative, and exercise good judgment.</li></ol>
Reports to:	Head of Buildings and Grounds
Terms of Employment	12 Month or Length of School Year

Responsibilities	<ol style="list-style-type: none"> <li>1. Cleaning and operations as assigned.</li> <li>2. Minor maintenance projects as assigned.</li> <li>3. Report major maintenance projects to Head of Buildings and Grounds.</li> <li>4. Must be physically able to lift up to fifty pounds unassisted.</li> <li>5. Be able to operate and maintain the following pieces of equipment (including but not limited to): automatic floor scrubber, floor burnisher, carpet extractor, backpack and floor vacuum, snow and lawn care equipment.</li> <li>6. Snow removal and sidewalk safety procedures as assigned.</li> <li>7. Shall be responsible for setting up for events.</li> <li>8. Report to supervisor any needed repairs or supplies necessary to perform their duties.</li> <li>9. Dress and act in a professional manner that serves as a proper role model for the students and another member of the public.</li> <li>10. Shall be able to work in an environment where at times noise levels, dust and chemicals are present.</li> <li>11. Shall be required to use all safety equipment assigned. The District will provide all the necessary personal protective equipment necessary for the employee to perform such tasks. I.e. earplugs, dust masks, goggles, disposable gloves, etc.</li> <li>12. Shall stay up to date with training such as safety protocols, pool maintenance, and HVAC systems as assigned.</li> <li>13. Work at heights to 10 feet and occasionally 30 feet.</li> <li>14. Maintain building security. I.e. lock doors, change lights etc.</li> <li>15. Assist in loading and unloading of trucks.</li> <li>16. Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.</li> <li>17. Work as a productive and positive member of a team for the benefit of the School District.</li> </ol>
Other Assigned Responsibilities	Other duties as assigned by Administration.
Evaluation	Annual written evaluation performed by Head of Buildings and Grounds and Administration.