Fenton Area Public Schools  
Fenton, Michigan

POSITION TITLE: Custodian/Sub

REPORTS TO: Director of Operations and/or Head Custodian

QUALIFICATIONS
Minimum
1. High school diploma.
2. Must have physical ability to perform all assigned tasks.
3. Able to walk for long periods of time.
4. Physical ability to climb ladders.
5. Employee must have the ability to frequently lift up to 50 lbs.
6. Duties include pushing, pulling and stooping on regular basis.
7. Must be able to lift overhead.
8. Must be able to shovel snow.
9. Ability to read and understand written directions.
10. Knowledge of basic computational skills.
11. Has willingness to participate in continuing education programs.
12. Show willingness to work and cooperate with supervision and fellow employees.
13. Must be dependable and have a good attendance record.
14. Ability and attitude to work in a cooperative manner with adults and students in the school environment.
15. Appreciation of, and desire to maintain the district's facilities in the best possible condition.

MAJOR AREAS OF RESPONSIBILITY:
The building custodian will work as a team to provide a safe, attractive and clean environment for educational learning.

SPECIFIC RESPONSIBILITIES:
1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Raises and lowers flag to half mast as needed.
3. Ability to shovel, plow, and/or salt walkways, driveways, parking areas and steps as appropriate.
4. Checks daily to insure that all exit doors are shut and locked.
5. Sweeps classrooms daily and dusts.
6. Sweep, cleans and/or scrubs, and disinfects all locker rooms, restroom floors, fixtures and partitions as directed.
7. Washes all windows on both the inside and outside as directed.
8. Keep all floors in a clean and attractive condition and in a good state of preservation.
9. Shall change light bulbs and perform minor maintenance as directed and trained by the District Head Custodian/Director of Operations.
10. Clean chalkboards/whiteboards.
11. Reports necessary repairs promptly and irregularities to supervisor and/or maintenance personnel.
12. Reports immediately any damage to school property.
13. Assumes responsibility for the closing and securing of the building each school day and for checking before leaving that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
14. Moves furniture or equipment within buildings as required for various activities and as directed.
15. Complies with local laws and procedures for the use, storage, and disposal of cleaning chemicals, trash, rubbish, and waste.
16. As scheduled through the Southern Lakes Parks and Recreation office, custodians may be assigned to work at extra-curricular, athletic, or other community activities. Responsibilities shall include the opening and closing of the building, maintaining the building in a proper condition for public use during the activity, and as time permits, performing routine and/or special custodial responsibilities as assigned by the District Head Custodian/Director of Operations.
17. Performs set-ups and teardowns for academic activities and athletics contests as needed.
18. Assumes responsibility of maintaining all district custodial equipment.
19. Clean bodily fluids following Universal Precautions and District Policy.
20. All other job related duties as assigned.

WORK SCHEDULE:
As directed by the Administrator(s).

WAGES AND BENEFITS:
In accordance with the Fenton Educational Support Personnel contract

PHYSICAL DEMANDS OF POSITION:

WORK ENVIRONMENT: