

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE:	Class II – Custodian - Service Center
-------------------	----------------------------------------------

EXEMPT:	No
SALARY LEVEL:	Per Classified Policy - Maintenance
LOCATION:	Service Center
REPORTS TO:	Director of Maintenance
LENGTH OF WORK:	8:00 a.m. to 12:00 noon (Tuesday through Friday)

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

- 1. Clean all restrooms.**
- 2. Clean conference room - dust, etc.**
- 3. Maintain hallways - wax and scrub.**
- 4. Clean and sweep maintenance shop and saw room.**
- 5. Clean, sweep, and mop floors in transportation office.**
- 6. Deliver supplies to all schools and deliver film on Thursday.**
- 7. Maintain boiler room area and clean it as needed.**
- 8. Clean and sweep supply room.**
- 9. Clean all windows in administration building.**
- 10. Assist in ordering custodial supplies.**
- 11. Assist in unloading all supplies at administration building.**
- 12. Inform supervisor of equipment failure, needed repairs and maintenance of building.**
- 13. Clean snow and ice from walkways.**
- 14. Stock machine and/or towel dispensers.**
- 15. Clean out air arresters and filter as needed.**

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid State Driver's License - CDL Class B

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to supervisor, principal, and other employees of the organization.

MATHEMATICAL SKILL:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to operate all custodial cleaning equipment. Must possess a knowledge of mechanical functions. Employee must maintain a positive relationship with other staff, parents, and students.

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 frequently required to stand and walk; use hands to finger, handle or feel objects, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must be able to lift and/or move 50 pounds repeatedly. Employee must be able to climb a 6', 12' and 14' ladder. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals. Employee is required to work both indoors and outdoors.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Twelve months per year. Salary and benefits as per Classified Policy.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

Revised 12/8/00