

# Coburg Community Charter Job Description

**TITLE:** Custodian

**REPORTS TO:** Executive Director

## **PURPOSE STATEMENT:**

Perform a variety of tasks involving general care of buildings and grounds. Work involves the cleaning, repairing, and maintenance of school buildings and grounds. Primary responsibility is to provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to work, learn, play and develop. Maintain the school building in a condition of operating excellence so that full educational use of it may be made at all times.

**WORK CALENDAR:** 11 months

## **OUR MISSION:**

Our mission at Coburg Community Charter School is to create a partnership between parents, teachers, and our community members. Our focus is to provide excellence in an environment that encourages strong positive character, leadership skills, academics, and community involvement. Our “roots and wings” philosophy fosters students’ identity and belonging while preparing them to become productive members of society. Our commitment is to provide a unique program that lays a solid foundation upon which our children’s intelligence, creativity, social and environmental awareness can flourish. These solid roots will enable our students to soar into a bright future.

## **QUALIFICATIONS:**

- A minimum of a high school diploma or equivalent
- Pass a criminal history clearance
- Possess a thorough working knowledge of custodial work, including the use of cleaning methods and materials and the use of equipment
- Minimum three years of experience in work relating to the care and maintenance of buildings and grounds
- Ability to work with minimal supervision in performance of duties
- Ability to lift 50 lbs
- Willingness to attend workshops and training sessions on cleaning materials and methods
- Knowledge and ability to locate and read MSD sheets within buildings
- Ability to perform basic computer skills
- Ability to understand and follow verbal and written communication
- Ability to work harmoniously and communicate with students, parents and school personnel from diverse cultures or backgrounds

## **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Knowledge of modern cleaning methods and techniques
- Follow a schedule developed with supervisor
- Ability to use cleaning materials and equipment with skill and efficiency
- Participate in the general cleaning, including such things as washing windows and doors; sweeping, mopping; cleaning and vacuuming carpets
- Set up and take down chairs, bleachers, and equipment for concerts, games and assemblies (when requested)
- Assume responsibility for the general security and safety of the building
- Submit work orders as needed to Administrative Specialist
- Dust and clean classrooms, offices and community spaces. Clean sinks, toilets and other related equipment in restrooms, and replenish supplies as needed
- Assure that school grounds are well maintained and parking lot rubbish is cleaned up
- Clean cafeteria (when requested)
- Maintain inventory of supplies and order supplies with purchase order when needed from Administrative Specialist
- Perform minor repairs and maintenance as required
- Keep building and premises, including sidewalks, driveways, and play areas neat and clean at all times
- Immediately reports any damage to school property to Executive Director

This job description is not intended to be and should not be construed as an inclusive list of all of the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department.

## **WORKPLACE EXPECTATIONS:**

- Work effectively with and respond to people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and appropriate manner for the assignment and work setting.
- Have regular and punctual attendance
- Report regularly with immediate supervisor
- Follow all state, federal laws, CCCS policies, work procedures and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to a student, family, colleague or district patron
- Follow complaint policy when issues arise
- All other duties as requested
- In addition to any state or district evaluation requirements, all employees will be evaluated annually using our 4-Core rubric covering leadership skills, positive character, academics, and community involvement.

## ADA REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

### Physical Activities and Requirements, Visual Acuity, and Working Conditions of this Position

R – Rarely (Less than 6% of workday)

O – Occasionally (6% – 31% of workday)

NA – Not Applicable

F – Frequently (31% – 69% of workday)

C – Continually (69% – 100% of workday)

| Physical Activities:  | N<br>A | R | O | F | C |
|---|--------|---|---|---|---|
| <b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc., using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.                     |        |   |   | X |   |
| <b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. |        |   |   | X |   |
| <b>Stooping:</b> Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.   |        |   |   | X |   |
| <b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knee(s).   |        |   | X |   |   |
| <b>Crouching:</b> Bending the body downward and forward by bending leg and spine.   |        |   | X |   |   |
| <b>Crawling:</b> Moving about on hands and knees or hands and feet.   |        | X |   |   |   |
| <b>Twisting:</b> Moving body from the waist using a turning motion.   |        |   |   |   | X |
| <b>Reaching:</b> Extending hand(s) and arm(s) in any direction.   |        |   |   |   | X |
| <b>Sitting:</b> Resting with the body supported by the buttocks or thighs.  |        | X |   |   |   |
| <b>Standing:</b> Remaining upright on feet, particularly for sustained periods of time.   |        |   |   | X |   |
| <b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.  |        |   |   |   | X |
| <b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. Maximum weight: 50 lbs.   |        |   |   | X |   |

|  |  |  |          |          |          |
|--|--|--|----------|----------|----------|
| <b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. Maximum weight: <b>50 lbs.</b>   |  |  |          | <b>X</b> |          |
| <b>Lifting:</b> Raising objects from a lower to higher position or moving objects horizontally from position-to-position requiring use of the upper extremities and back muscles. Maximum weight: <b>50 lbs.</b>                   |  |  |          |          | <b>X</b> |
| <b>Fingering:</b> Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.  |  |  | <b>X</b> |          |          |
| <b>Grasping:</b> Applying pressure to an object with the fingers and palm.   |  |  |          |          | <b>X</b> |
| <b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.  |  |  | <b>X</b> |          |          |
| <b>Talking:</b> Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.                     |  |  |          | <b>X</b> |          |
| <b>Hearing:</b> Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound. |  |  |          | <b>X</b> |          |
| <b>Repetitive Motions:</b> Making substantial movements (motions) of the wrists, hands, and/or fingers.  |  |  |          |          | <b>X</b> |

CCCS believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but does not limit the incumbent or the organization to only the work identified. It is our expectation that each employee will offer his/her services whenever and wherever necessary to ensure the success of our endeavors.

**EMPLOYEE STATEMENT:**

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the district regarding the requested accommodation(s).

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Coburg Community Charter School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA).**

**Last Revised: 06/04/2019**