



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Custodial Cleaner	Department: Buildings & Grounds
Immediate Supervisor's Position Title: Director of Buildings & Grounds	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Director of Buildings & Grounds and the guidance of Day/Night Lead, the Custodial Cleaner is responsible performing general cleaning within assigned areas, hallways, restrooms, gyms, and school areas in accordance with cleaning schedules and work assignments to provide a safe, clean learning environment for students, staff, and faculty. The Custodial Cleaner assists building personnel in the loading and unloading of district materials, food items and deliveries; relocation of desks, chairs, equipment during building moves; and providing assistance and support for day and evening school activities (e.g. set-up and tear downs) as assigned.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides cleaning services for classrooms, offices, cafeteria, kitchens, hallways, locker rooms, gymnasium, and all areas required in school building.
 - a) Dust and wet mops floors and hallways, as necessary.
 - b) Waxes rooms, as required.
 - c) Cleans and arranges cafeteria. Washes off table tops, cleans teacher lounge and scrubs commons floor.
 - d) Cleans chalk boards and whiteboards and empties pencil sharpeners in classrooms.
 - e) Cleans sinks, drinking fountains.
 - f) Cleans glass windows.
 - g) Picks up and removes trash.
 - h) Cleans and sanitizes restrooms, toilets, adds paper products to dispensers.
 - i) Vacuums carpets and entry mats daily.
 - j) Cleans and disinfects spills and stains as required.
 - k) Uses scrubbers to clean floors.
- Assists in the set-up and tear-down of chairs, tables, bleachers, scoreboards or equipment required for evening events, community education or sporting events (volleyball, basketball, gymnastics, swimming, etc.) within the building of assignment.
- Identifies and reports any needed repairs and maintenance concerns to Leads.
- Monitors the security of the building to ensure doors are locked, windows closed and the building is empty of the public, and performs boiler check.
- Performs extensive summer cleaning and assists in various maintenance/cleaning projects.
 - a) Washes vents, all windows, desks, cupboards.
 - b) Removes all furniture, chairs, and desks and shampoos all carpets.
 - c) Strips and waxes all floors, locker rooms.
 - d) Responds to cleaning requests of staff.

- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, seminars, district health and safety meetings.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:					
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)			
<input checked="" type="checkbox"/>	less than high school diploma	Major field of study or degree emphasis:			
<input type="checkbox"/>	High school diploma or GED.				
<input type="checkbox"/>	1 year college			<input type="checkbox"/>	2 years college
<input type="checkbox"/>	3 years college			<input type="checkbox"/>	4 years college
<input type="checkbox"/>	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of applicable custodial operations. • Knowledge of operation of all equipment required in the performance of the job. • Knowledge of all safety precautions and risk management procedures and proper lifting mechanics. • Knowledge of preventive maintenance practices. • Knowledge of the application, use and proper storage of all chemicals used in the performance of the job. • Knowledge of cleaning techniques and materials. • Knowledge of floor and carpet care. 		
<input type="checkbox"/>	2nd year graduate level				
<input type="checkbox"/>	Doctorate level				
Required Work Experience in Addition to Formal Education/Training: No previous experience required. Previous cleaning experience preferred.					
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Must be able to obtain Special Boiler’s License within 6 months of employment.			

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Establishing and maintaining effective working relationships with building administrators, building staff, students, and operations personnel. • Following assigned custodial schedules and assignments in accordance with department standards and requirements. • Ability to learn, check and operate boiler in building. • Using and operating cleaning equipment and tools (e.g. scrubbers, buffers, vacuums, leaf blowers, hand tools). • Reading, understanding, and following health and safety procedures and written instructions. • Using a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: <p>Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption.</p> <p>The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk				x
Sit	x			
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear		x		
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds			x	
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:
Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job .

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Description created 4/2007 by BCC. Revised 4/2010. Revised 8/2014. Revised 1/2024.