

## JOB DESCRIPTION

Position Title: Custodian  
Supervisor's Title: Maintenance Director

Status: Non-Exempt  
Approval Date: \_\_\_\_\_

### **Job Summary:**

Responsible for providing coordinated janitorial services and light maintenance within the school and parish building and grounds. Sets up and takes down for meetings and activities.

Must be able to perform all aspects of job as described below where applicable.

### **Knowledge, Skills, & Abilities:**

#### **K: Knowledge**

- Valid driver's license and good driving record.

#### **S: Skills**

- Professional working attitude.
- Collaborative approach with staff and volunteers.

#### **A: Abilities**

- Ability to work evenings and/or weekends.
- Ability to learn through on-the-job training.
- Ability to take direction and work with minimum supervision.
- Self-motivated.
- Attentive to details.
- Comply with OSHA Safety and health rules.
- PHYSICAL DEMAND LEVEL/ EQUIVALENT MET LEVEL (check one; refer to Physical Requirement Section)\*:
  - Medium /3.6-6.3 METs (0-50 lbs.)
  - Heavy/6.4-7.5 METs (greater than 50 lbs.)

**Duties and Responsibilities:**

<u>ESSENTIAL JOB REQUIREMENTS (check all that apply)</u>	<u>% OF SHIFT*</u>
<input type="checkbox"/> 1. Complete paper/computer work (e.g. logbooks, order forms, checklists, etc.).	0-33%
<input type="checkbox"/> 2. Complete daily rounds/inspections (e.g. turning on lights, unlocking entrances, and laundry).	0-33%
<input type="checkbox"/> 3. Cleans classrooms, hallways, washrooms/lavatories, drinking fountains, offices, cafeteria, gym, entrances, etc. on a daily basis by dust mopping, vacuuming, and wet mopping.	34-66%
<input type="checkbox"/> 4. Cleans classrooms, hallways, washrooms/lavatories, drinking fountains, offices, cafeteria, gym, entrances, etc. on a daily basis by maintain wood furnishings, polishing, collection & disposal of garbage, and wash windows.	0-33%
<input type="checkbox"/> 5. Inspects and cleans walls with graffiti and markings, as needed.	
<input type="checkbox"/> 6. Performs light duty maintenance, as needed (e.g. replacing ballasts, light bulbs, valves, etc.).	0-33%
<input type="checkbox"/> 7. Cleans outside buildings and inspects & communicates areas of damage, litter, and/or conditions of general deterioration.	0-33%
<input type="checkbox"/> 8. Performs scheduled monthly, semi-annual, and annual janitorial duties (i.e. floor scrubbing and waxing, painting, window washing, carpet cleaning, etc.).	
<input type="checkbox"/> 9. Provides set up and cleaning of facilities for activities on property.	0-33%
<input type="checkbox"/> 10. Works with volunteers (i.e. cleaning, grounds keeping, etc.) as directed by supervisor.	0-33%
<input type="checkbox"/> 11. Obtains quotes and verifies contractor activity as directed (i.e. adding Freon to compressors, replacing high voltage motors, etc.).	0-33%
<input type="checkbox"/> 12. Accompanies all inspectors (fire, health, insurance, EPA, etc.) on their rounds; prepares for visits.	0-33%
<input type="checkbox"/> 13. Maintains building and equipment in state of repair to provide continuous, effective operation.	0-33%
<input type="checkbox"/> 14. Performs routine repairs and obtains necessary certification as required.	0-33%
<input type="checkbox"/> 15. Purchases supplies/materials for maintenance as needed, with the approval of supervisor.	0-33%
<input type="checkbox"/> 16. Refers all supplier contacts to supervisor.	0-33%
<input type="checkbox"/> 17. Verifies receipt and condition of supplies/materials when delivered.	0-33%
<input type="checkbox"/> 18. Attends seminars and meetings as requested by supervisor, e.g., building & grounds.	0-33%
<input type="checkbox"/> 19. Performs snow removal and salts sidewalks, as needed.	0-33%
<input type="checkbox"/> 20. Performs yard work (mowing/edging, raking, weeding, pruning, flower beds.	0-33%
<input type="checkbox"/> 21. Maintains cleanliness and safety of parish grounds and facilities.	0-33%
<u>NONESSENTIAL JOB REQUIREMENTS</u>	
<input type="checkbox"/> Other miscellaneous job tasks as assigned	0-33%

**PHYSICAL REQUIREMENTS**

**Lifting & Carrying**

Check if medium physical demand level; assistance available for lifting/pushing and pulling items requiring > 50 lbs. of force.

<b>Object</b>	<b>Weight</b>	<b>Frequency*</b>	<b>Description</b>
Various hand and power tools, parts, equipment, and supplies	Less than 10 pounds	Occasional	Generally handled between floor and overhead. Carried throughout parish. Includes up and down steps and ladders.
Various parts, equipment, and supplies	10-20 pounds	Occasional	Generally handled between floor and shoulder height. Carried throughout parish. Includes up and down steps and ladders. Examples: Case of paper towels, 25 pounds; case of toilet paper, 25 pounds; case of soap, 15 pounds.
Various parts, equipment, and materials	20-50 pounds	Occasional	Generally handled between floor and chest level. Carried up to approximately 10'. Examples: Cleaning chemicals, 40 pounds; liquid wax-two jug case, 50 pounds; bag of water softener pellets, 40 lbs., poured at hopper (~ up to 48"); bag of de-icing salt, 50 pounds; mop bucket with water, 20 pounds, can be carried up and down a flight of stairs.
Various parts, equipment, and materials	Greater than 50 pounds	Occasional	Handled between heights of floor to chest level. Example: 8' banquet table, 90 pounds, lifted from cart stacked at a height of up to 48", to and from floor level. Can be carried a few feet. De-icing salt, 80 lbs. generally handled between floor and ~ 40" (i.e. off back of pickup truck). Can be carried a few feet.

**Pushing & Pulling**

(Measured by the required force to move the object; not the weight of the object [s])

<b>Object</b>	<b>Force</b>	<b>Frequency*</b>	<b>Description</b>
Wrenches	Variable; estimated at light to medium	Occasional	Push and pull on wrenches between floor and overhead; can be performed while standing on a ladder.
Carts, dollies carrying supplies, materials, parts, equipment	Variable; estimated at light to medium	Occasional	Generally pushed or pulled at preferred height for distances of up to several hundred feet, to several hundred yards. Examples include Carts with banquet tables and chairs; dollies loaded with materials.
Furniture, appliances	Variable; estimated at light to heavy	Occasional	Generally maneuvered using assistive tools such as a desk mover, dollies, etc. or with assistance of second person. Furniture may be slid depending on the surface. Generally pushed for a distance of up to several hundred feet. Examples include: Desks, sofas, etc.

## Other Physical Requirements

Activity	Frequency *	Description
<b>Standing</b>	Occasional to frequent	Concrete, carpet, asphalt, tile, vinyl composite tile, and ladders; surfaces can be slippery. May include standing on man lift.
<b>Walking</b>	Occasional to frequent	Concrete, carpet, asphalt, tile, vinyl composite tile/linoleum, and ladders; surfaces may be slippery. Can walk up to several miles per day. Can encounter uneven surfaces, ramps, trip hazards (curbs, hoses, etc.). Walks outdoors between buildings and with grounds keeping and /or snow removal tasks where conditions are seasonal dependent (i.e. snowy, icy, cold, hot, humid, etc.).
<b>Sitting</b>	Occasional	Includes operation of any parish-owned vehicles (i.e. vans, trucks, tractors for snow, grass, etc.). Drives to get parts or to other parishes as requested. May sit for computer/paperwork.
<b>Bending / Twisting</b>	Occasional	Picking up trash from floor, cleaning (i.e. behind toilets), handling materials/supplies, mopping (twisting), performing basic maintenance, shoveling, taking down and setting up tables, chairs, and other equipment for gathering. Bending to access equipment, tools, and supplies.
<b>Kneeling</b>	Occasional	Cleaning baseboards, scrubbing corners prior to applying new wax, handling materials, repairing or replacing parts/performing basic maintenance (i.e. plumbing, snaking pipes, etc.).
<b>Squatting</b>	Occasional	Cleaning baseboards, scrubbing corners prior to applying new wax, handling materials, repairing or replacing parts/performing basic maintenance (i.e. plumbing, snaking pipes, etc.).
<b>Crawling</b>	Occasional	Accessing awkward/confined workspaces (i.e. beneath bleachers).
<b>Climbing</b>	Occasional	Ladders (examples may include but are not limited to shorter stepladders and others up to approximately 20'). Variable depending on parish assignment. Washing windows, cleaning gutters, and performing other exterior work. Climbs ramps/inclines.
<b>Balancing</b>	Occasional	Ladder work (cleaning out gutters, windows).
<b>Reaching Vertically</b>	Occasional	Changing ballasts and light bulbs, cleaning (walls, windows, etc.), cleaning and painting ceilings. Requires bilateral upper extremity reaching (i.e. one hand holding a part while second hand manipulates/maneuvers nuts, bolts, tools, etc.).
<b>Reaching Horizontally</b>	Occasional to frequent	Shoveling snow, handling equipment/materials, moving furniture, cleaning, vacuuming, mopping, pushing or pulling carts. Working with miscellaneous power tools, operating snow blower; using shovel, rakes, brooms, and mops. Performing basic maintenance tasks. Bilateral upper extremity reaching required (i.e. one hand holding a part while the second hand manipulates/maneuvers nuts, bolts, tools, etc.).
<b>Handling / Grasping</b>	Occasional to frequent	Buckets, mops, vacuum cleaners, hand/power tools, shovels, materials (cases of), miscellaneous lawn and snow removal equipment, carrying pails and ladders. Can work with both hands simultaneously (i.e. one hand holding a part while second hand manipulates/maneuvers nuts, bolts, or hand tool).

<b>Fingering</b>	Occasional	Wiring, computer/paperwork, phone, two-way radio, handling screws/nails, tape, etc.
<b>Hand / Eye Coordination</b>	Frequent	Driving, vacuuming, mopping, sweeping, using miscellaneous hand and power tools, general maintenance tasks (snaking a drain, performing replacement of ballast). Cleaning, placing ladders. Writing/computer work.
<b>Shoveling</b>	Occasional	For up to approximately 2 hours at one time with breaks as needed.
<b>Lying on Side/Back/Stomach</b>	Occasional	For repairs/general maintenance at floor level (beneath sinks/vanities).

**SENSORY REQUIREMENTS**

<b>Near Acuity:</b>	Required for paper/computer work, gauges, and basic repairs.
<b>Far Acuity:</b>	Driving (parish-owned vehicles). Visual inspection of parish grounds/facilities, monitoring student activities.
<b>Color Vision:</b>	Paints, wiring (black, white, green, yellow, red, etc.). Safety with handling chemicals to avoid mixing hazardous combinations. Observing stains indicating maintenance issues (i.e. on ceiling tiles).
<b>Depth Perception:</b>	Driving, operation of power tools, working at multiple level surfaces (i.e. varying heights of rooftops), steps.
<b>Hearing:</b>	Two-way radio/cell phone; communication with parish staff, vendors, and contractors. Safety while driving. Monitoring parish equipment (compressors, doors, and windows that are opened and should be closed for securing parish grounds).
<b>Feeling:</b>	Temperatures, sharp (broken glass), surfaces (i.e. rough versus smooth, wet versus dry).
<b>Smell</b>	Smoke, chemicals (safety), electrical (e.g. ballasts) needing replacements. Foul smelling odors (drains).

**ENVIRONMENTAL CONDITIONS**

<b>Inside:</b>	Up to majority of day, depending on workflow/priorities. Outside for up to several hours at one time with breaks as needed. Includes being on roof.
<b>Outside:</b>	In all weather conditions (hot, cold, humid, snowy, icy, rainy, etc.).
<b>Extreme Heat:</b>	Boilers (steam), heat gun, propane torch, hot machinery/equipment.
<b>Extreme Cold:</b>	N/A
<b>Humidity:</b>	N/A
<b>Noise Intensity Level:</b>	Quiet to loud (with operation of equipment).
<b>Vibration:</b>	Power tools, lawn equipment, snow blower, floor buffers, power washers.
<b>Proximity to Moving / Mechanical Parts:</b>	Compressors (pulley and flywheels), floor buffers, snow blowers, miscellaneous power tools.

<b>Atmospheric Conditions:</b>	Dust, vomit, chemical vapors (floor stripper, gasoline).
<b>Exposure to Electrical Shock:</b>	Performing repairs/maintenance of electrical systems/equipment.
<b>Elevated Surfaces:</b>	Ladders, man lift, scaffolding.
<b>Exposure to Chemical Hazards:</b>	See MSDS.
<b>Lighting:</b>	Generally adequate; with flashlights and trouble lights used as needed.
<b>Sharp Objects:</b>	Utility knife, ice scraper, drill bits, broken glass.
<b>Confined Work Spaces:</b>	N/A

### EQUIPMENT

<b>Safety Equipment:</b>	Safety glasses, hearing protection, gloves, dust mask (i.e. for asbestos removal), eyewash station, lock out/tag out, and spillage kit (for bodily fluids).
<b>Tools / Other Equipment Used:</b>	Man lift (30'), ladders, shovels, carts, dollies, furniture movers, scaffolding, miscellaneous shop/power tools, miscellaneous hand tools, snow removal equipment (shovels, salt spreader, plow, snow blowers), brooms, propane torch, vacuum cleaners, floor scrubbers, computer, two-way radio/cell phone, hepa vac, grounds keeping equipment (lawnmowers, trimmers, pruners, bench grinder, mop, bucket, power washer).

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

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

Date - \_\_\_\_\_

APPENDIX

**PHYSICAL DEMAND LEVEL:**

Category	Description
Sedentary work	Exerting up to 10 lbs. of force occasionally (up to 1/3 of the time) and / or a negligible force frequently (1/3 to 2/3 of the time) to move objects. May involve walking or standing for brief periods.
Light work	Exerting up to 20 lbs. of force occasionally, and / or 10 lbs. of force frequently, and / or a negligible force constantly (more than 2/3 of the time) to move objects. May involve walking or standing to a significant degree.
Medium work	Exerting 20 to 50 lbs. of force occasionally, and / or 10 to 25 lbs. of force frequently, and / or greater than a negligible force up to 10 lbs. constantly to move objects.
Heavy work	Exerting 50 to 100 lbs. of force occasionally, and / or 25 to 50 lbs. of force frequently, and / or 10 to 20 lbs. constantly to move objects.
Very Heavy work	Exerting in excess of 100 lbs. of force occasionally, and / or in excess of 50 lbs. of force frequently, and / or in excess of 20 lbs. constantly to move objects.

**EQUIVALENT MET LEVEL:**

Metabolic equivalents (METs) are used to compare the energy cost of various activities to the resting state. Various activities can be assigned MET levels to reflect the approximate amount of energy that may be expended performing that activity. Individual variability plays a role in how an activity is accomplished, thus affecting the amount of energy used to perform that activity. MET levels, therefore, should be considered guidelines. The following table provides examples of occupational activities and the approximate amount of energy (or MET):

<u>Activity</u>	<u>METS</u>
Desk work	1.5-2
Housekeeping (heavy: scrubbing, making beds)	3-6
Carrying 80# load	7-8
Shoveling	6-10+

Source: The Rehabilitation Specialist's Handbook, Rothstein JM, Roy SH, Wolf SG. Philadelphia: F.A. Davis Co. 1991.

**PERCENT OF SHIFT OR FREQUENCY:**

U.S. Department of Labor terminology categorizes the percent of shift an activity is performed using the following categories:

<u>Category</u>	<u>Percent of shift</u>	<u>Minutes per 8 hour shift</u>
Rarely	0 to 1%	0 to 5 minutes
Infrequently	1.25 to 6%	6 to 25 minutes
Occasionally	6.25 to 32%	26 minutes to 2.5 hours
Frequently	32.5 to 65%	2.6 to 5.25 hours
Constantly	65 to 100 %	5.26 to 8 hours