

WINOOSKI SCHOOL DISTRICT
Job Description

Job Title: Custodian/Crossing Guard

Date Approved/Updated: September 14, 2011

Location: District

Job Group: Support Staff, Union

Reports To (Position Name): Maintenance Supervisor

Summary of Position Responsibilities: Provide students and employees with a safe, clean, and attractive environment in which to learn, play, develop, and work. Ensure safety of students when crossing intersections on way to school and on way home.

Essential Duties and Responsibilities:

1. Performs daily inspections of lawn area, playground equipment, walkways, and playfields. Inspects parking lot for broken glass, rubbish, vandalism and or items that need repair. Shovel, sand or salt walks and other areas. Reports all problems to the Maintenance Supervisor.
2. Check all entryways on a continuous basis to ensure they are all clutter free, dry, and safe. This includes raking leaves and clearing out snow.
3. Set up and take down the cafeteria tables and clean the cafeteria on a daily basis.
4. Check all bathrooms on a regular basis. Report all problems to the maintenance department through the work order system. Report all damage to Maintenance Supervisor. Clean all graffiti off walls, etc.
5. Clean all drinking fountains, bathrooms and hallways daily.
6. Clean glass in the JFK Lobby, MS/HS Lobby and Main Lobby area each morning and after students arrive, and at the end of the school day.
7. Shovel, sand or salt walks and other areas as requested.
8. Check with Maintenance Supervisor each morning for special assignments such as; painting, cleaning, etc.
9. Assumes responsibility for the closing of his/her area and the building when assigned other than school times, and for determining before leaving, that all doors and windows are secured and all lights except those left on for safety reasons are turned off.
10. Assumes responsibility for the security of the building and grounds on days worked other than school days.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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11. Ensure safety of children as crossing guard at designated location at beginning of the school day and end of the school day.
12. Cleans all blood/body fluids incidents in accordance with school policy.
13. Keeps copy rooms supplied with paper.
14. Performs any or all duties as requested or assigned by the maintenance supervisor.

Supervisory Responsibilities: None.

Supervisory Responsibilities include: None.

Qualification Requirements:

The requirements listed below are typical 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 equivalent.

Certificates, Licenses, Registrations: N/A

Language Skills: Good communication skills.

Mathematical Skills: Basic math skills.

Reasoning Ability: Ability to problem solve in a fast paced environment.

Other Skills and Abilities: Appropriate prior custodial and maintenance experience. Team player.

Physical Demands:

The physical demands are typical 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. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

C Standing C Walking O Sitting F Lifting F Carrying F Pushing
 F Pulling O Climbing F Balancing O Stooping O Kneeling O Crawling
 F Crouching O Reaching C Handling C Fingering F Feeling F Talking
 F Hearing F Far Vision F Near Vision O Color Vision F Depth Perception F Repetitive Motion
 C Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i>	<i>Medium Work</i>	<i>Heavy Work</i> XX	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

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

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disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

O Exposure to weather O Extreme heat O Extreme cold O Noise F Dust, vapors, fumes
 F Time constraints C Public contact F Deadlines O Travel F Inside work

Terms of Employment: Salary and work year are to be established by the Board.

Compensation:

Evaluation: Performance of the job will be evaluated in accordance with the provisions of the board's policy on Evaluation of Support Services Personnel.