

<b>TITLE</b>	<b>CUSTODIAN - DAY PORTER</b>
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**QUALIFICATIONS**

1. Be able to read, write, speak and understand English;
2. Have a clean and neat appearance;
3. Meet necessary health and physical qualifications.

**JOB GOAL**

The Day Porter Custodian is responsible for maintaining a clean and working environment inside the school and on the grounds of the school to which he/she is assigned.

**ORGANIZATIONAL RELATIONSHIP**

The Day Porter reports to the supervisor of custodians and the school principal or his/her designee.

**ESSENTIAL FUNCTIONS**

1. Unlocks doors and disarms security system prior to the scheduled building opening time.
2. Cleans assigned areas daily before they are occupied.
3. Mops all assigned areas daily.
4. Empties all assigned trash containers daily.
5. Checks restrooms between class changes and stocks all restrooms as needed.
6. Cleans and mops all assigned restrooms.
7. Dusts horizontal surfaces once a week.
8. Keeps all floors in a clean and attractive condition during the day.
9. Assists in the cafeteria, cleaning and emptying trash as needed.
10. Keeps the building and grounds, including sidewalks, Driveways, parking lot, and playground areas free from

trash and litter.

11. Reports needed repairs to supervisors.
12. Keeps an inventory of supplies, equipment on hand, and requisitions needed supplies.
13. Knows and follows all safety rules and proper procedures associated with the responsibilities of the job.
14. Performs other work related duties as assigned.

### **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 25 lbs., with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required are as follows:

1. Lifting, carrying, pushing and pulling
2. Stooping and/or kneeling
3. Climbing and balancing
4. Reaching
5. Writing
6. Seeing

### **TEMPERAMENT (Personal Traits)**

1. Adapts to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adapts to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
3. Adapts to dealing with people beyond giving and receiving instruction.

### **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.

2. **Verbal:** Ability to understand meanings of words and ideas associated with them.
3. **Manual Dexterity:** Ability to move hands easily and skillfully.
4. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
5. **Data Perception:** Ability to understand and interpret information presented in the form of graphs, charts, or tables.
6. **Eye-Hand-Foot Coordination:** Ability to move the hand and foot coordinately in response to visual stimuli.

#### **WORK CONDITIONS**

Some degree of discomfort due to exposure to dust, noise, temperature, and weather conditions.

#### **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.