



## **BURLINGTON AREA SCHOOL DISTRICT**

### **INTERNAL/EXTERNAL POSTING**

**Position:** **Second Shift Custodian**

The Burlington Area School District has an immediate opening for a Custodian I. This is a four- hour per day, 180-day position. The starting rate of pay will be \$12.70 per hour. The four-hour work shift may have some flexibility between the hours of 3:00 p.m. to 11:00 p.m. Monday through Friday.

**Qualifications:** Able to perform the duties and responsibilities outlined for a Custodian I (Qualifications and Responsibilities attached.)

**Posting Date:** April 18, 2017

**Closing Date:** May 2, 2017 or until position is filled

**Apply to and get additional information from:**

Gary Olsen, Director of Buildings & Grounds  
Burlington Area School District  
100 N. Kane St.  
Burlington, WI 53105  
Phone: 262-763-0210 FAX: 262-763-0215

**Position/Posting Approval:** \_\_\_\_\_

*Peter Suf*

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the Burlington Area School District.

## **JOB DESCRIPTION**

**BURLINGTON AREA SCHOOL DISTRICT  
BURLINGTON, WISCONSIN**

### **POSITION DESCRIPTION**

**POSITION TITLE:** Custodian I

### **QUALIFICATIONS:**

1. Experience in custodial work preferred.
2. Knowledge of basic custodial equipment and supplies.
3. Ability to establish and maintain effective working relationships with all district employee groups.
4. Ability to lift heavy weights (50# minimum) and stand for prolonged periods of time.
5. Such alternatives to the above qualifications as the district may find appropriate and acceptable.

**REPORTS TO:** The Building Engineer as his or her immediate supervisor, Building & Grounds Supervisor, Building Principal, and District Business Manager.

**POSITION GOAL:** Maintains physical facilities in a condition of excellence, cleanliness and safety, in order to ensure full and effective educational and public use.

### **PERFORMANCE RESPONSIBILITIES:**

1. Performs basic cleaning and other assorted types of work commonly expected in the overall operation of maintaining school buildings and grounds.
2. Dry and wet mop stairs, corridors, and floors.
3. Dust sills, flat surfaces, and radiators, which do not require the use of a ladder over six feet.
4. Cleans toilets, washbasins, urinals, and bubblers.
5. Checks and locks doors and windows.
6. Washes chalkboards, cleans erasers (where appropriate), and empties pencil sharpeners.
7. Fills soap, towel and toilet paper dispensers.
8. Reports burned out lights or other maintenance needs.
9. Cleans glass in cabinets, windows, doors and mirrors.
10. Removes gum from floors, furniture or any other surface.
11. Empties waste baskets/containers.
12. Removes writing on walls.

13. Cleans and treats dust mops.
14. Washes lower walls and lower woodwork that can be reached without the use of a ladder over a six-foot stepladder.
15. Cleans and washes lockers and desks.
16. Carries trash to dumpster.
17. Vacuums floors.
18. Operates floor scrubbing machine and wet vac.
19. Assists in maintaining an inventory of custodial supplies, tools and equipment.
20. Conducts custodial services in such a manner that the safety and health of persons using the district's facilities are protected.
21. Supports the Building Engineer and school principal by performing assigned tasks under limited supervision when required.
22. Reports to work on a regular basis and is absent only for reasons of illness, emergency, or other approved leaves.
23. Performs such other duties as may be assigned consistent with the position of Custodian.

**TERMS OF EMPLOYMENT:**

Based on district needs, job evaluation and ability to perform all aspects of the job.

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions established by the Collective Bargaining Agreement. A written copy of this evaluation shall be signed by the custodian (signifying receipt only) and the buildings and Grounds Supervisor with the custodian receiving a copy and the original placed in the employees personnel file.