

Job Description

POSITION: Custodian

DATE CREATED:

EMPLOYER: _____
(Parish)

HOURS: Variable, depending on parish assignment

DEPARTMENT: _____

BREAKS: Variable, depending on parish assignment

SUPERVISOR: _____

The contents of this document describe the physical and environmental conditions of the above stated job title / employer. It is not intended to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in performance of this job. The Appendix provides a glossary of terms that further describes information in those sections/terms marked with an asterisk.

JOB SUMMARY: Primarily responsible for providing coordinated janitorial services for the school and parish. Sets up, takes down and provides cleaning services for parish and school activities within facility. Responsible for basic maintenance of buildings and equipment. Supervises part-time custodial staff, when applicable. The following information represents general physical activities, which may vary from parish to parish, depending on facility layout, use of outside contracted services, and number of custodial staff. Must be able to perform all aspects of job as described below where applicable.

PHYSICAL DEMAND LEVEL/ EQUIVALENT MET LEVEL (check one; see page 3)*:

- Medium /3.6-6.3 METs (0-50 lbs.)
- Heavy/6.4-7.5 METs (greater than 50 lbs.)

QUALIFICATIONS (check all that apply):

- 1. Valid driver's license and good driving record. Drive as necessary between parish sites, cemetery property, and on errands as required by parish.
- 2. Valid license for operation of (high/low) pressure boiler.

<u>ESSENTIAL JOB REQUIREMENTS (check all that apply)</u>		<u>PERCENT OF SHIFT*</u>
<input type="checkbox"/>	1. Complete paper/computer work (e.g. log books, order forms, checklists, etc.)	0-33%
<input type="checkbox"/>	2. Complete daily rounds/inspections (e.g. turning on lights, unlocking entrances, laundry).	0-33%
<input type="checkbox"/>	3. Cleans classrooms, hallways, washrooms, lavatories, drinking fountains, offices, cafeteria, gym, entrances, etc. on a daily basis	34-66%
<input type="checkbox"/>	4. Inspects and cleans walls for graffiti and markings as necessary	0-33%
<input type="checkbox"/>	5. Performs maintenance as needed (e.g. replacing ballasts, valves, etc.)	0-33%
<input type="checkbox"/>	6. Checks outside buildings for damage, litter, and/or conditions of general deterioration	0-33%
<input type="checkbox"/>	7. Performs scheduled monthly, semi-annual, and annual janitorial duties (i.e. floor scrubbing and waxing, painting, window washing, carpet cleaning, etc.)	Up to 100%
<input type="checkbox"/>	8. Provides set up and cleaning of facilities for activities on parish property	0-33%
<input type="checkbox"/>	9. Works with volunteers (i.e. cleaning, grounds keeping, etc.) as directed by Director of Administrative Services	0-33%
<input type="checkbox"/>	10. Obtains quotes and verifies contractor activity as directed (i.e. adding Freon to compressors, replacing high voltage motors, etc.)	0-33%
<input type="checkbox"/>	11. Accompanies all inspectors (fire, health, insurance, EPA, etc.) on their rounds; prepares for visits	0-33%
<input type="checkbox"/>	12. Maintains building and equipment in state of repair to provide continuous, effective operation	0-33%
<input type="checkbox"/>	13. Performs routine repairs and obtains necessary certification as required	0-33%
<input type="checkbox"/>	14. Purchases supplies/materials for maintenance as needed, with the approval of Director of Administrative Services	0-33%
<input type="checkbox"/>	15. Refers all supplier contacts to Director of Administrative Services	0-33%
<input type="checkbox"/>	16. Verifies receipt and condition of supplies/materials when delivered	0-33%
<input type="checkbox"/>	17. Attends seminars as requested by Director of Administrative Services	0-33%
<input type="checkbox"/>	18. Performs snow removal	0-33%
<input type="checkbox"/>	19. Performs yard work (examples include mowing, raking, etc.)	0-33%
<input type="checkbox"/>	20. Maintains cleanliness/safety of parish grounds and facilities.	0-33%

NONESSENTIAL JOB REQUIREMENTS

PERCENT OF
SHIFT*

1. Other miscellaneous job tasks as assigned Up to 100%

PHYSICAL REQUIREMENTS

LIFTING/CARRYING

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

<u>OBJECT</u>	<u>WEIGHT</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
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 pick up 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])

<u>OBJECT</u>	<u>FORCE</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
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

<u>ACTIVITY</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Standing	Occasional to frequent	Concrete, carpet, asphalt, tile, vinyl composite tile, and ladders; surfaces can be slippery. May include standing on man lift.
Walking	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.).
Sitting	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.
Bending / Twisting	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.
Kneeling	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.).

OTHER PHYSICAL REQUIREMENTS(continued)

<u>ACTIVITY</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Squatting	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.).
Crawling	Occasional	Accessing awkward/confined work spaces (i.e. beneath bleachers).
Climbing	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.
Balancing	Occasional	Ladder work (cleaning out gutters, windows).
Reaching Vertically	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.).
Reaching Horizontally	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.).
Handling / Grasping	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).
Fingering	Occasional	Wiring, computer/paperwork, using phone and two-way radio, handling screws, nails, tape, etc.
Hand / Eye Coordination	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.
Shoveling	Occasional	For up to approximately 2 hours at one time with breaks as needed.
Lying on Side/Back/Stomach	Occasional	For repairs/general maintenance at floor level (beneath sinks/vanities).

SENSORY REQUIREMENTS

Near Acuity:	Required for paper/computer work, gauges, and basic repairs.
Far Acuity:	Driving (parish-owned vehicles). Visual inspection of parish grounds/facilities, monitoring student activities.
Color Vision:	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).
Depth Perception:	Driving, operation of power tools, working at multiple level surfaces (i.e. varying heights of rooftops), steps.
Hearing:	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).
Feeling:	Temperatures, sharp (broken glass), surfaces (i.e. rough versus smooth, wet versus dry).
Smell	Smoke, chemicals (safety), electrical (e.g. ballasts) needing replacements. Foul smelling odors (drains).

ENVIRONMENTAL CONDITIONS

Inside:	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.
Outside:	In all weather conditions (hot, cold, humid, snowy, icy, rainy, etc.).
Extreme Heat:	Boilers (steam), heat gun, propane torch, hot machinery/equipment.
Extreme Cold:	N/A
Humidity:	N/A
Noise Intensity Level:	Quiet to loud (with operation of equipment).
Vibration:	Power tools, lawn equipment, snow blower, floor buffers, power washers.
Proximity to Moving / Mechanical Parts:	Compressors (pulley and flywheels), floor buffers, snow blowers, miscellaneous power tools.
Atmospheric Conditions:	Dust, vomit, chemical vapors (floor stripper, gasoline).
Exposure to Electrical Shock:	Performing repairs/maintenance of electrical systems/equipment.
Elevated Surfaces:	Ladders, man lift, scaffolding.
Exposure to Chemical Hazards:	See MSDS.

ENVIRONMENTAL CONDITIONS (continued)

Lighting: Generally adequate; with flashlights and trouble lights used as needed.
Sharp Objects: Utility knife, ice scrapper, drill bits, broken glass.
Confined Work Spaces: N/A

EQUIPMENT

Safety Equipment: Safety glasses, hearing protection, gloves, dust mask (i.e. for asbestos removal), eye wash station, lock out/tag out, spillage kit (for bodily fluids).
Tools / Other Equipment Used: 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).

APPENDIX

PHYSICAL DEMAND LEVEL:

<u>Category</u>	<u>Description</u>
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 of time.
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