



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Custodian
Reports To: Deputy Superintendent
FLSA Status: Non-Exempt
Prepared By: MS
Approved By: Human Resources
Prepared Date: 07/2002
Last Revised Date: 03/2010

Summary: Keeps building in clean and orderly condition by performing the following duties:

Essential Duties and Responsibilities:

- Opens building and makes coffee
- Cleans pool and tests water
- Assist with conference room set-up and audio-visual needs
- Sweeps, mops, scrubs, and vacuums hallways, stairs and office space
- Empties trash and garbage containers
- Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities
- Replaces air conditioner and/or furnace filters
- Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment
- Cleans snow and debris from sidewalk
- Mows lawn, trims shrubbery, and cultivates flowers
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

High school diploma or one to three months related experience and/or training; or equivalent combination of education & experience.

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Identifies and resolves problems in a timely manner; Develops alternative solutions
Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments
Balances team and individual responsibilities
Exhibits objectivity and openness to others' views
Contributes to building a positive team spirit
Completes work in a timely manner
Follows instructions, responds to management direction

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually moderate to noisy.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002