

Nodaway-Holt R-VII School District

Job Description
Support Staff
Adopted: 6/18/2025

Custodian

Reports to: Building Principal

Qualifications

The Custodian should be able to:

1. Perform demanding physical labor and tasks/skills required to keep buildings clean.
2. Handle minor building maintenance jobs.
3. Assume responsibility to initiate cleaning tasks and procedures.
4. Work with a minimum of supervision.

Other Requirements

Clearance on background check that is satisfactory to the Superintendent. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

Essential Functions

1. Report to work appropriately dressed and in proper condition to perform all assigned duties.
2. Open the building and check all assigned areas for proper working conditions.
3. Efficiently organize the daily routine and the work schedule.
4. Ensure proper maintenance of building equipment within the responsible area and notify the Principal of needs outside the responsible area.
5. Ensure proper use, cleaning, requisition, and storage of all equipment, supplies, and materials.
6. Ensure proper cleaning of all assigned areas.
7. Maintain communication with other Custodians and Principal concerning questions about building cleaning programs.
8. Ensure proper security of buildings at all times. Check appropriate doors and windows. Assure that students and/or unauthorized persons are not admitted to the buildings.
9. Perform additional custodial duties when assigned by the administrators.
10. Perform both custodial and maintenance duties during the summer months and assigned school vacation days.
11. Adhere to a special work schedule in the summer months and assigned school vacation days as requested.

The physical demands described here are representative 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 essential functions.

Physical Demands

The individual who holds this position:

Is regularly required to walk, hear and speak; must have close moderate and distance vision ability; must be able to travel between district facilities; must be able to communicate in noisy environments such as construction sites.

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Building Principal. The custodian will be considered for employment at the regular April meeting of the Board of Education, as per the recommendation of the Principal.

Length of Contract

12 months

Type of Position

Non-exempt

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.