



Custodian

FLSA Status:

Non-Exempt

Education:

High School Diploma or GED

Experience:

Job related experience desired

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary Schedule:

Range 13

Reports to

Building Administrator and Custodian Supervisor

Terms of Employment

260 days, 8 hours per day, with benefits according to Board policy

Purpose Statement

Provides custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities, building, district, and community events.

Essential Job Functions

- Arranges furniture and equipment for the purpose of providing adequate preparation for special events.
- Assists with snow removal operations (e.g. stairs, sidewalks, entryways, etc.) or other unplanned requirements which could occur outside normal working hours for the purpose of ensuring access and safety.
- Assists with site snow and ice removal (e.g. sidewalks, stairs, entryways, etc.) for the purpose of ensuring access and safety.
- Attends unit meetings, in-service training, workshops, etc.) for the purpose of ensuring access and safety.
- Attends work on a regular and predictable basis for the purpose of providing students and staff with high quality service and education.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, performs laundry duties for gym, multipurpose rooms, collects and disposes of all recycling materials weekly for the purpose of maintaining a sanitary, safe, and attractive environment.
- Delivers a variety of items (e.g. supplies, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties at the site.
- Informs students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Monitors students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, crowd walks, etc.) for the purpose of preventing injuries and ensuring site safety.
- Performs summer maintenance (e.g. strip/wax floors, moves furniture, washes walls, windows, floor boards and furniture, etc.) for the purpose of completing and/or facilitating summer

construction.

- Performs minor maintenance on custodial equipment, classroom furniture and fixtures (e.g. changes vacuum cleaner belts and bags; replaces ceiling tiles, filters; empties pencil sharpeners, restocks paper towel and soap dispensers, etc.) for the purpose of ensuring proper functioning and usability of items.
- Performs functions that require the use of machines, equipment, and tools for the purpose of maintaining a clean and sanitized building environment.
- Replenishes classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to inquiries from staff, students, parents, and/or visitors on various topics and/or issues (e.g. blood cleanup, meeting set-up, vandalism, facility damage, etc.) for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site custodial and maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.

Other Job Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; ability to lift 50 lbs.; ability to climb ladders up to 8'; and working with constant interruptions.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing.

Conditions and Environment

The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness