

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Part-Time Custodian</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	2
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	744
<b>Reports to:</b>	Head or Assistant Head Custodian

### **JOB SUMMARY**

Under the supervision of the Head Custodian or Assistant Head Custodian, the Part-Time Custodian cleans and maintains the school building and grounds, sets up equipment for special events, and assists school personnel with work requests.

### **ESSENTIAL JOB FUNCTIONS**

- Cleans assigned areas of the building, including vacuuming, mopping, changing trash bags, dusting and cleaning glass.
- Informs the head custodian about repairs or supplies needed or problems to be addressed.
- Assists in maintaining the security of the facility, which may include locking and unlocking the building, doing weekend and holiday building checks, and maintaining the fire and burglar alarms in absence of Head and Assistant Head custodians. Checks fire alarms. May be on call for emergencies or to open building. May be required to work on Sundays, holidays, early morning, etc. for snow removal or other emergency work.
- Maintains and may repair custodial equipment (including equipment for grounds upkeep).
- Cares for the grounds, including watering, weeding, mowing, and trimming the lawns, picking up trash, and removing ice and snow when necessary. May be assigned to drive snowplows, lawn mowers or tractors.
- Assists in preparation and maintenance of athletic fields and gym floors. Installs and maintains athletic equipment. Assists in refinishing gym floor.
- Sets up equipment for special school events or programs and cleans up afterwards.
- Works with the public on community functions held at the school--setting up equipment, handling crowd control, cleanup, etc.
- Assists the cooks with heavy lifting and other tasks.
- Handles cafeteria cleanup and waste disposal. Cleans up spills. Deep cleans fridges and freezers.
- Assists school personnel with work requests and errands.

- May be assigned to assist students by opening or repairing lockers, changing locker combinations, opening doors, letting down baskets and bleachers, etc.
- May be required to maintain and repair school fixtures and furniture. May assemble furniture.
- Assists with emergency cleaning as needed (e.g. blood, vomit, burst water pipes).
- May answer the telephone and take messages
- Opens classrooms for substitute teachers, students, community school, etc.
- Assists in maintaining order.

### **MINIMUM REQUIREMENTS**

- Some related experience preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and write and perform basic mathematical calculations.
- Basic understanding of cleaning and sanitation procedures.
- Ability to use or repair small equipment.

### **PHYSICAL DEMANDS**

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: climbing, crawling, crouching, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*