

KARNS CITY AREA SCHOOL DISTRICT
JOB DESCRIPTION
Custodian



IMMEDIATE SUPERVISOR Maintenance Supervisor

GENERAL DUTIES

Performs a variety of tasks involving the general care of the buildings and grounds. Participates in the cleaning, repairing, and maintenance of the school buildings and school grounds.

ESSENTIAL REQUIREMENTS

- A. A minimum of a high school diploma or its equivalent
- B. All required clearances as per current law
- C. Six months of experience in work relating to the care and maintenance of buildings and grounds
- D. Ability to work with minimal supervision in the performance of duties
- E. Ability to understand, interpret and follow written and oral instructions
- F. Possess excellent interpersonal and communication skills
- G. Possess knowledge of HVAC systems
- H. General construction or maintenance experience
- I. Proficiency in using technology systems including but not limited to e-mail and internet
- J. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- K. Ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Follow a schedule developed by supervisors
- B. Participate in the general cleaning, including such things as dusting and cleaning classrooms and office furniture, washing walls and woodwork, washing windows, washing doors and glass on doors, sweeping, mopping, scrubbing, stripping, sealing and waxing floors, and cleaning and vacuuming carpets
- C. Wash and sanitize restroom fixtures and replenish supplies
- D. Maintain inventory of supplies and reorder as necessary
- E. Submit electronic work orders
- F. May mow lawns, trim shrubs, and maintain school grounds as needed
- G. Operate heating plant within school building. Perform minor maintenance, cleaning, and safety checks when necessary
- H. Make minor repairs to structures and equipment, and report such damage requiring major repairs
- I. Set up and take down chairs, bleachers, and equipment for concerts, games, assemblies, and etc.

- J. Assume responsibility for the general security and safety of the building
- K. Insure energy conservation practices are in use
- L. Operate water, electrical, and ventilator systems as necessary
- M. Complete required safety reports
- N. Maintain and operate equipment in a safe and orderly manner
- O. Communicate regarding work relate issues using the District's e-mail system
- P. Reports all unsatisfactory school building and facility conditions to the school administrator
- Q. Cultivate and model a respectful working and learning environment
- R. Other duties as assigned

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting			X		
Stationary Standing			X		
Walking (level surface)					X
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing					X
Fine manipulation			X		
Using foot control		X			
*Pushing/Pulling Maximum weight: 100 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: buckets, refuse containers, equipment carts, files, supplies, records, and furniture

Other requirements:

- Ability to quickly and repetitively alternate from one physical requirement to another physical requirement within the work environment
- Ability to freely maneuver in and around your work area
- Ability to effectively communicate with others
- Ability to consistently meet the physical requirements throughout the workday
- Tolerance to chemicals, dust, substances and other products or bi-products used in or generated by the operations of the School District

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons
- G. Perform assigned job responsibilities free of error in a timely, efficient and professional manner
- H. Refrain from engaging in conduct that interferes with the efficient and proper operation of the School District
- I. Refrain from publicly disclosing information obtained during the course of employment and/or the performance of job responsibilities without the prior written authorization of the Superintendent
- J. Comply with federal and state laws applicable to job responsibilities and employment with the Karns City Area School District

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)”

Employee Name (print)

Date

Employee Signature

Date