

## 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>General Custodian – Secondary Schools</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	5
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	746
<b>Reports to:</b>	Head Custodian

### **JOB SUMMARY**

Under the supervision of the Head Custodian or Assistant Head Custodian, the Secondary General 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. Assists with general cleanup of the school. Does emergency cleaning as needed (e.g. blood, vomit, burst water pipes).
- Inspects, maintains, and may make minor repairs on the heating and cooling systems, boilers, and electrical, mechanical, and sound equipment.
- Changes air filters as needed.
- Maintains and may repair custodial equipment (including equipment for grounds upkeep).
- Maintains and may repair school fixtures and furniture. Assembles furniture.
- Assists students by opening or repairing lockers, changing locker combinations, opening doors, letting down baskets and bleachers, etc.
- Cares for the grounds, including watering, fertilizing, mowing, and trimming the lawns, picking up trash, and removing ice and snow when necessary. Drives snowplows, lawn mowers, tractors and occasionally a fork lift.
- Prepares and maintains 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, assisting with crowd control, cleanup, etc.
- Assists the cooks with heavy lifting and other tasks. Assists with cafeteria cleanup and waste disposal. Cleans up spills.
- Assists in maintaining security of building, which may include locking and unlocking the building, performing weekend and holiday building checks, and maintaining the fire and burglar alarms. 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.
- Checks emergency lights and fire extinguishers.
- Stocks supply shelves and distributes supplies (books, paper, etc.) throughout the school. Checks incoming shipments and signs for supplies.
- Assists school personnel with work requests and errands.
- May assist with building scheduling, inventory, or other paperwork.
- Opens classrooms for substitute teachers, students, community school, etc.
- May be requested to call the district to request repairs and to assist district maintenance workers with repairs.
- May be required to assist in maintaining inventory of school supplies.
- Assists in maintaining order.

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent
- Completion of district 9-week custodial training program required before posting to permanent custodial assignment.
- Three (3) months of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- District custodial training certification.

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

- Ability to read and write and perform basic mathematical calculations.
- Basic understanding of cleaning and sanitation procedures.
- Knowledge of emergency procedures.
- Knowledge of GHS.
- Ability to use or repair small and medium equipment and machinery.
- Ability to use small office equipment and computers.
- Ability to maintain property and inventory.

### **PHYSICAL DEMANDS**

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crouching, 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.*