Custodian

Purpose Statement

The job of Custodian is done for the purpose/s of providing custodial services at assigned site; ensuring a clean, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and preparing facilities for classroom activities and campus events.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Assembles a variety of furniture and small equipment for the purpose of ensuring availability of items in a safe working condition.
- Assists in site recycling/sustainability efforts.
- Cleans assigned facilities and/or grounds (station) (e.g. classrooms, offices, restrooms, gutters, yards, etc.) for the purpose of maintaining a sanitary, safe and clean environment.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Informs students and other site personnel (e.g. safety notifications, barriers, etc.) for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Observes students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Participates in staff meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventative maintenance (e.g. strip/wax floors, moves furniture, cleaning, etc.) for the purpose of ensuring the ongoing functioning of facilities.
- Prepares buildings and grounds for use by district and non-district events (e.g. cafeteria, library, multi-purpose rooms, etc.) for the purpose of completing set-up design documented in permit (event description).
- Prepares site for daily operations (e.g. opening/closing facilities, raising/lowering flags, sweeping walkways, transports recyclables, etc.) for the purpose of ensuring facilities are safe and operational.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking action or notifying other personnel for resolution.
- Supports other site maintenance staff (e.g. grounds, trades, head custodians, etc.) for the purpose of completing site custodial activities.

Other Functions

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

Job Requirements: Minimum Qualifications

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, and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; 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; safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a 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; meeting deadlines and schedules; working as part of a team; working with interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

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Equivalency:

Certificates and Licenses

Required Testing

Pre-Employment Proficiency Test

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

Continuing Educ. / Training

FLSA Status	Approval Date	Salary Grade
Non Exempt	12/13/2016	33