

POSITION DESCRIPTION

TITLE: CUSTODIAN

TYPE: Classified

REPORTS TO: Administrator/Maintenance Supervisor

POSITION SUMMARY:

Under the direction of the Head Custodian, provide an attractive, comfortable, clean and efficient place for student learning, play and develop. Perform routine cleaning work in the school buildings in accordance with the schedule provided by Head Custodian or Maintenance Supervisor/Administrator.

MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent as required by OAR 581-37-030.
2. 18 years of age or older

ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Understand and follow oral and written instructions.
3. Ability to do regular maintenance and make minor repairs.
4. Maintains a high standard of safety, cleanliness, and efficiency.
5. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.
6. Work schedule will vary depending on the needs of the Maintenance Department or the District. The District reserves the right to schedule custodial staff as needed.
7. Perform physical requirements which may include:
 - a. Requires moderate to extensive degree of physical stamina and frequent lifting up to 50 lbs. and occasional lifting up to 100 lbs.
 - b. Ability to lift and move furniture, desks, shelving, staging, and cleaning supplies
 - c. Requires ability to operate buffers, scrubbers, vacuum cleaners, lawn mowers, and other equipment
 - d. Requires ability to climb ladders stretch and bend to perform cleaning, repairs, painting, cleaning roof, gutters, and drains
 - e. Ability to walk to various locations within the school building and the grounds
 - f. Ability to work primarily in a standing position
 - g. Possible exposure to bodily fluids in cleaning due to student injury or illness
8. Use cleaning materials and equipment with skill, efficiency, and safety.
9. Knowledge of cleansing methods and the use, care and safety of cleaning materials and equipment.
10. Maintain school buildings in a safe, clean, and orderly condition.
11. Knowledge of the operation of a heating plant and equipment.

12. Familiar with handling and disposal of hazardous materials.
13. Promote the safety, health, and comfort of the students and staff.
14. Clean areas of school as assigned (i.e., classrooms, halls, offices, rest rooms, cafeteria, kitchen, gymnasium, etc.), vacuum, mop, buff floors, wash windows, clean chalk/white boards, dust, paint, replace light bulbs, make minor repairs, etc..
15. Wash, scrub, disinfects restrooms daily.
16. Clean all sanitary fixtures, door panels, and drinking fountains daily.
17. Clean up spills, pick up trash, and respond to special requests for custodial services from faculty members with supervisor approval.
18. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
19. Checks daily to ensure that all exit doors can open and all panic bolts are working properly during the hours of building occupancy.
20. Locks doors and windows, turning out lights and secures building as assigned.
21. Shovels, plows, and/or sands walks, driveways, parking areas, and steps as appropriate.
22. Requisitions custodial supplies and equipment as directed, assists in maintaining an inventory of supplies and equipment.
23. Cleans corridors during the day when their condition requires it.
24. Washes windows on both the inside and outside as directed.
25. Reports safety, sanitary, and fire hazards to the proper authority.
26. Reports immediately to the building administrator any damage to school property or major repairs needed.
27. Assists, when directed, other personnel for the purpose of supporting them in the completion of their work activities.
28. Keeps all floors in a clean and attractive condition and in a good state of preservation.
29. Clean and polish any metal work such as hand railings.
30. Moves furniture or equipment within buildings as required for various activities and as directed.
31. Complies with local laws and procedures for storage and disposal of trash, rubbish and waste.
32. Assist in greeting and directing visitors to the appropriate person and location.
33. Participate in complete cleaning and routine maintenance of buildings during the extended breaks.
34. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
35. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
36. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
37. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
38. Assists parents and community members as needed.
39. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
40. Complies with professional development activities as required by the District.
41. Holds expectations for high performance of self and students.
42. Demonstrates computer literacy and operates software programs as related to job responsibilities.
43. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.

44. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
45. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
46. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIRED:

1. Criminal Justice Fingerprint Clearance
2. Valid Oregon Driver's License (preferred)
3. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
4. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
5. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
6. Possible exposure to bodily fluids due to student or employee illness or injury.
7. May be required to obtain a First Aid and/or CPR Card and/or Designated First Aid Provider.
8. May be required to translate and/or interpret.
9. Occasionally performs other duties as required by supervisor

PHYSICAL DEMANDS:

Physical Work Requirements: Yes No
If yes, see addendum to Custodian description.

TERMS OF EMPLOYMENT:

Days and hours to be arranged, with salary according to current schedule.

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

EMPLOYEE STATEMENT:

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

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

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

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date