

CUSTODIAN

Classification: Custodial Services

Location: Assigned School(s)

Reports to: District Administrator(s)

FLSA Status: Non-Exempt

Bargaining: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The school custodian plays an essential role in maintaining the building and physical plant, and supports a learning environment that promotes health, attitude and pride of students. In addition to regular building maintenance functions, the school custodian provides direct support to classroom teachers in set up and maintenance of furniture and equipment. The school custodian also serves as a role model for students by displaying a professional, courteous, and helpful nature. The school custodian assists with building/campus security as necessary and provides support and works closely with the building administrator during day and evening activities.

Part II: Supervision and Controls over the Work:

The school custodian receives day-to-day direction from the school administrator(s) and receives specific performance requirements from the supervisor for maintenance/custodial. The school custodian operates within district and school policies and procedures, and by applying acceptable custodial standards, Labor and Industry standards, and OSHA standards.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Cleaning Functions:
 - a. Sweep, mop, vacuum, scrub, and refinish floors; clean, dust and polish furniture; wash windows and walls; clean restrooms; dispose of rubbish, change lights, etc.; make certain all areas of the building are kept in a clean, sanitary and orderly condition according to industry and/or district standards.
 - b. Pick up litter within the schools and on school grounds.

- c. Assure safety during inclement weather to including shoveling, salting, providing slip protection on wet floors, securing against wind damage, snow removal from roofs, etc.
- d. Apply cleaning chemicals according to established safety procedures.
- e. Adhere to safety measures for cleaning, lifting, moving, and operating equipment.
- f. Perform minor repair and maintenance as authorized by district maintenance staff.
- g. Remove extraneous dirt/markings from interior and exterior vertical/horizontal surfaces (walls, doors, etc.).
- h. Operate HVAC system of assigned school; change belts, lubricate, or make adjustments as needed.

2. Administrative Functions:

- a. Recognize the need for maintenance service requests according to district procedures. Follow through to assure that maintenance is performed in a timely manner.
- b. Request cleaning supplies and materials needed to accomplish assigned tasks.
- c. Maintain awareness of energy conservation and make suggestions of methods and procedures to consider energy.
- d. Secure equipment and supplies and protect against pilferage, loss, theft, or abuse.

3. Safety and Security

- a. Conduct daily inspection and otherwise maintain awareness of, facility and equipment to detect and prevent injuries or damage.
- b. Secure school building to insure proper building security at all times. Lock, secure and code out building at end of shift.
- c. Verify that emergency equipment is maintained and repaired as need be.
- d. Assist in implementing emergency planning and response.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Graduation from high school or equivalent, or at least two years of custodial experience may substitute for the education requirement.
- May be trained in first aid certification/CPR and defibrillator training.
- Ability to communicate and maintain good working relations with all District employees, vendors, contractors, and public entities.

- Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
- Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.
- Knowledge of state and local codes related to assigned trade/craft.
- Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work day standing, lifting, and walking. Ability to lift up to 50 pounds and move heavier materials using appropriate equipment.

Part V: Desired Qualifications:

- Bilingual and bicultural skills.
- Experience with and knowledge of intrusion alarms, automatic fire alarm/sprinkler systems, HVAC systems and controls.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to bend, sit, talk, move about, hear and speak. Noise level may be high when operating power equipment. Employee may be required to work in restricted spaces which includes crawling and/or climbing as working at heights. Required to stand, be on feet, and move around for a full work shift.
- Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work day standing, lifting, and walking. Ability to lift up to 50 pounds and move heavier materials using appropriate equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee is required to properly use and update knowledge of safety equipment and processes appropriate to the work in order to prevent injury to self or others.

- Ability to communicate in person, by radio, electronically and over the phone. Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of his/her duties.
- The employee may be exposed to infectious disease as carried by students.