



PATERSON SCHOOL DISTRICT No. 50

P.O. Box 189 Paterson, WA 99345 Phone (509)875-2601 Fax (509) 875-2067

Bilingual Preferred (English/Spanish)

Job Description

JOB TITLE: Custodian

QUALIFICATIONS: High school diploma or GED equivalent related vocational study or training preferred; experience in building janitorial/custodial maintenance, or equivalent. Willing to obtain a bus drivers licenses.

NATURE OF POSITION: Assists and/or performs work in a semi-skilled nature in the janitorial/custodial maintenance of the school grounds, facilities, and equipment; keeps building and premises, including sidewalks, driveways and play areas, neat and clean at all times.

REPORTS TO: Maintenance/Custodial/Grounds Supervisor

JOB GOAL: To assist in the janitorial/custodial maintenance of the buildings, equipment, and grounds. Performs a variety of semi-skilled custodial duties such as, but not limited to mopping, scrubbing, striping, waxing, vacuuming, etc. Positions may work either independently in routine maintenance assignments or under the technical direction of a journeyman. To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Provides a variety of custodial duties as needed or defined by the Maintenance/Custodial/Grounds Supervisor.
2. Prepares a list of custodial supplies to the Maintenance/Custodial/Grounds supervisor
3. Operates custodial power equipment; may operate automatic equipment to transport materials and supplies.
4. May attend technical training courses.
5. Performs other related duties as required.
6. Be able to perform job tasks as follows:
7. Lift and carry 10-50 lbs. frequently.
8. Assist with lifting 100 lbs. occasionally.
9. Load and unload products from vehicles of various heights from 3-5 feet.
10. Use push and pull methods to move products in the work area.
11. Store products requiring arm extension, straight and overhead reaching, kneeling, bending, squatting, twisting, and turning.
12. Work from an awkward position to accomplish cleaning of equipment.
13. Be on feet the majority of the work shift.
14. Be of general good health.
15. Must be able to meet deadlines with severe time constraints.
16. The noise level in the work environment ranges from low to high.
17. The employee will work near or with mechanical equipment.
18. Performs monthly safety checks through buildings.
19. Shovels and sands walkways and steps as appropriate.
20. Checks daily to ensure that all exit doors/gates are locked and all panic bolts are working properly during the hours of non-occupancy.
21. Sweeps, mops, empties trash and vacuums classrooms daily and dusts furniture as needed.
22. Scrubs, hoses down, and disinfects bathroom floors, toilets, urinals, stalls, and cleans all sanitary fixtures and drinking fountains daily.
23. Washes all windows, both inside and outside, at least twice each year, and more frequently if necessary.
24. Keeps the grounds free from rubbish.
25. Keeps all floors in a clean and attractive condition and in a good state of preservation.
26. Assumes responsibility for closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
27. Moves furniture or equipment within buildings as required for various activities and as directed by the Maintenance/Custodial/Grounds Supervisor.
28. Keeps an inventory of supplies and equipment, and requisitions such needed replacements.
29. Reports immediately to the principal any damage to school property and any major repair needed.
30. Drive routes if needed once license is obtained.

LIMITS OF AUTHORITY: The custodian personnel are under the direct supervision of the Maintenance/Custodial/Grounds Supervisor, who will assign specific tasks.

PRIMARY LOCATION: Paterson School District

SALARY RANGE: \$18.21 – \$22.49/Per Hour with Benefits

SHIFT TYPE: 150 day employee