

TITLE: BUILDINGS AND GROUNDS: CUSTODIAN

QUALIFICATIONS: High School Diploma or G.E.D.
Ability to meet physical demands of position
Demonstrated aptitude and interest in the work to be performed

REPORTS TO: Custodial Supervisor/Principal

JOB GOAL: To assist in keeping the districts building/grounds an attractive, sanitary and safe environment for students, staff and visitors

JOB RELATED FUNCTIONS:

Directed activities shall include but are not limited to the following:

1. Cleans assigned facilities and/grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) to maintain a sanitary, safe and attractive environment.
2. Prepares site for daily operations (e.g. unlocking doors, checking systems (heating, cooling, lighting, emergency, etc.) opening gates, raising flags, sweeping walkway, etc.) to ensure facilities are operational and hazard free.
3. Arranges furniture and equipment in preparation for special events.
4. Maintains and utilizes emergency shut off locations (e.g. water, gas, electricity, etc. as needed.
5. Performs lunchroom activities (e.g. set-up, clean-up, hauling trash, etc.) to ensure the area is maintained in a safe and sanitary condition.
6. Cleaning and trash removal on playground areas, filling in holes, etc. to maintain school grounds.
7. Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures to ensure proper functioning and usability of items.
8. Removes snow, ice, debris, etc., from building areas as needed to ensure access and safety.
9. Replenishes classroom and restroom supplies to ensure adequate quantities for daily use.
10. Responds to immediate safety and/operational concerns (e.g. facility damage, vandalism, alarms, etc.).
11. Performs other related duties as assigned

WORK ENVIRONMENT

Performance of the job's essential functions require the following physical demands: lifting, carrying, pushing and/or pulling up to 50 lbs., some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Working conditions may vary based upon season and task.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects "employment at will." The employment period (work year) and other descriptions and terms set forth in this job description shall not create property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the Superintendent and their designee(s) and at all times shall be subject to the rules, regulations and policies of the District as established by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are in writing and made available to the employee at the building principal's office, the District Office and at PFSD.com.

The employment period (work year) shall be set by the Superintendent or their designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

EVALUATION

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

Post Falls School District is an Equal Opportunity Employer and does not discriminate or deny any services on the basis of age, race, religion, color, national origin, sex and/or disability.