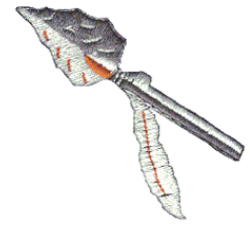


SCAPPOOSE SCHOOL DISTRICT 1J  
33590 SE High School Way  
Scappoose, OR 97056



## POSITION DESCRIPTION

### ASSISTANT CUSTODIAN

**Range Assignment: 11**

#### **Qualifications:**

- Knowledge of methods, materials and equipment related to cleaning common to schools
- Work with direct supervision with the ability to carry out both written and oral instructions

**Reports to:** Building Principal/Lead Custodian /Facilities Manager

#### **General Description of Position:**

Under the general supervision performs a variety of custodial duties in support of classroom and administrative operations. Responsibilities include, but may not be limited to, tasks required to maintain the cleanliness, good order, sanitary and secure condition of schools. Incumbents must be capable of working reliably and independently to carry out assigned tasks and work schedules.

#### **Essential Functions:**

- Works from a prepared work schedule on assigned tasks from site principal or head custodian
- Performs the full range of custodial functions as required to maintain the cleanliness and sanitation of all facilities.
- Operates vacuums, floor machines, buffers and carpet cleaning equipment.
- Moves and arranges chairs, desks, tables, and sets up facilities, i.e. chairs/bleachers for assemblies, concerts, etc...
- Performs routine duties in maintaining facilities.
- Cleans and maintains areas of his/her responsibility on an organized schedule.
- Uses tools, equipment, and cleaning agents properly.
- Comprehends and follows oral and written instructions.
- Picks up paper and other debris, empties and cleans trash receptacles.
- Communicates and works cooperatively with other members of the staff.
- Presents a positive attitude by appearance, personal neatness, personal habits, and punctuality.
- Adheres to all district health and safety guidelines.
- Is punctual and maintains regular attendance
- Performs other related duties as required or assigned.

**Physical Requirements:**

The physical demands 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 the job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 70 pounds.

**Physical requirements for essential responsibilities:**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

N/A – Not Applicable

<b>Physical Requirements</b>	<b>N/A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting		X			
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms					X
Repetitive use wrists					X
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
Pushing/pulling Max weight: 70 lbs			X		
Lifting/Carrying Max weight: 70 lbs			X		

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally

works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibrations. The noise level in the work environment is usually moderate.

**Terms of Employment:**

12 months/year. Probationary period, as noted in Bargaining Agreement. Salary and work according to current schedule. Performance of this position will be evaluated in accordance with the Collective Bargaining Agreement.

I, \_\_\_\_\_ have read and understand the above requirements for this job position.

Signature \_\_\_\_\_ Date \_\_\_\_\_