

**PLUMMER-WORLEY JOINT SCHOOL DISTRICT NO. 44**  
**Equal Opportunity Employer**  
**Job Description**  
**Job Title: Custodian**

**Reports to:** Maintenance Director and Superintendent  
**Compensation:** Competitive and Commensurate with Experience and Education  
**Overtime Status:** Non-Exempt  
**Date Job Revised:** October 29, 2018

**Position Summary:** To oversee the custodial operations of school facilities and ensure a safe, clean, and comfortable school environment. To carry out administrative tasks required to maintain and operate the plant to the required standards.

**Essential Qualifications**

- High School diploma or General Education Degree
- Valid driver's license and excellent driving record
- Minimum experience as determined by the Board in plant operation and maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials
- Ability to respond to a wide variety of institutional situations and emergencies at any time, including fire alarms, sprinkler activation, heat, plumbing, electrical, access, elevator, transportation, refrigeration and safety problems that arise
- Ability to perform long periods of standing; walking; climbing; bending; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders
- Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools
- Ability and willingness to do general cleaning and minor repairs
- Self-motivated
- Works well under pressure and deadlines
- Works well with students and staff
- Excellent interpersonal, communication, and organizational skills
- Maintain confidentiality of staff and students

**Specialized Knowledge, Licenses, etc:**

- Familiar with material safety data sheets and asbestos abatement documents
- Ability to pass CPR and first aid courses
- Knowledge of federal and state law, administrative rules, and Board policy pertaining to fire and safety

## **Health**

- Good physical health. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, specific abilities required include hearing and speaking to exchange information in person and on the radio, seeing to read documents, and perform assigned duties; standing, bending, stooping, sitting, or driving for extended periods of time, dexterity of hands and fingers to operate equipment, kneeling, and reaching down and overhead, above the shoulders and horizontally, to retrieve and store supplies, and lifting up to 50 pounds. Occasionally the employee may be required to run or respond quickly in the event of emergency and/or provide physical assistance to another person.

## **Duties and Responsibilities:**

### Maintenance Emergencies

1. Respond to emergencies such as lock problems, core changes, elevator malfunctions, floods, sewage back-ups, and urgent cleanup of substances such as bodily fluids or broken glass
2. Use a cell-phone or two-way radio to communicate with other staff and emergency personnel to provide information regarding the incident
3. Call in and assist maintenance experts, such as plumbers, roofers, etc., during emergency situations
4. Remain on school premises for entire shift
5. Be on-call and available for maintenance emergencies

### Inspecting Facilities and Readyng them for Use

- Provide service during evening and night hours
- Open and close the building each day and determine, before leaving, that all doors and windows are secured, and all appropriate lights are turned off
- Check daily to ensure that all exit doors are open and all panic bolts are working properly
- Operate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity
- Check and record the temperature on all food service refrigerators and freezers every night, and report deviations from normal
- Check outside lighting monthly and replace burned out lamps or report them for replacement, as required
- Conduct an ongoing program of general and preventative maintenance, upkeep, and repair, making minor repairs and reporting major repair needs, unsafe situation, vandalism, or other damage to school property promptly to the maintenance and grounds supervisor
- Move furniture or equipment within the building as required for various activities and as directed
- Complete work orders as assigned

### Other Building Maintenance

- Plan and oversee all night maintenance and repair work in the building
- Clean classrooms, offices, the library, and the faculty room daily including dust mopping, vacuuming, dusting, and emptying waste baskets in these areas
- Clean corridors after each school day

- Clean and sanitize bathroom and locker room fixtures and floors daily, and replenish paper and soap supplies as needed
- Clean and sanitize all fixtures including telephones, door handles, and drinking fountains daily
- Clean cafeteria dining areas
- Clean all windows on both the inside and outside as scheduled
- Take out trash and recyclables
- Identify maintenance problems, troubleshoot or diagnose a problem, and determine the root cause and corrective action
- Perform minor emergency repairs
- Keep maintenance closets in a clean and tidy condition
- Use supplies and chemicals properly and safely according to instructions on the labels of the manufacturer's containers

#### Grounds Maintenance

- Keep the building premises, including sidewalks, driveways, and play areas neat and clean at all times
- Shovel, plow, salt, and sweep sidewalks, steps, driveways, and parking areas as necessary
- Perform grounds-keeping chores including grass cutting, tree trimming, leaf raking, and removal of litter
- Perform summer work to include such tasks as cleaning out rain gutters and painting
- Make sure any maintenance vehicles have gas
- Check and replace fluids in equipment as required, and have them cleaned monthly

#### Other

- Obey all building codes, federal and state law, administrative rules, and Board policy pertaining to plant operation and fire, safety, and the environment
- Comply with all federal and state law, administrative rules, and Board policy for the storage and disposal of recyclables, trash, waste, and debris
- Maintain and prepare work related records and reports as directed
- Keep an inventory of supplies and equipment and inform the maintenance and grounds supervisor of replacements in advance of need
- May be required to wear a standard uniform selected by the district for security purposes
- Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at in-services
- Seek assistance as needed should emergencies arise
- Represent the school district in a positive manner
- Know and follow school district policy and chain of command
- Perform other duties as assigned

#### **Evaluation**

Performance of this position will be evaluated annually by the superintendent in conformance with federal and state law, administrative rules, and Board policy.

**Terms of Employment**

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

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

**Note**

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference: I.C. § 33-512	Governance of Schools
I.C. § 33-1210	Information on Past Job Performance
IDAPA 08.02.02.004.02	Standards for Idaho School Buses and Operations