

CUSTODIAN I

Maintenance and Custodial Services Department



Purpose:

The Custodian I maintains an attractive, sanitary and safe facility for students, staff and public; assists with furniture arrangements for meetings, classroom activities and events; and minimizes property damage, loss and liability exposure.

Reports to: Custodial Field Supervisor or Maintenance Services Supervisor

Indirectly reports to: Custodial Foreman, School Principal and/or Assistant Principal.

Nature & Scope:

The Custodian I works independently following standardized routines under general supervision primarily at a single location. The nature of the work requires adherence to policies, procedures, and regulations. The incumbent interfaces and problem-solves with school administrative staff, teachers and non-licensed school staff, colleagues, students, and visitors. Because this job involves frequent interaction with students, the position requires a high level of professional decorum, calm, and ability to act as a role model to young people. The incumbent does not have supervisory responsibilities but may provide guidance and assistance to other custodial staff or temporary and substitute employees, as required. The Custodian I may be required to work either a day shift or an evening shift.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Ensures proper standards of cleanliness and solid building appearance by being responsible for the following:
 - a. Vacuums, cleans, and extracts (shampoos) rugs and carpets.
 - b. Cleans floors by sweeping, mopping, burnishing, and scrubbing.
 - c. Cleans, dusts, and polishes woodwork, desks, furniture, glass, and other items.
 - d. Services soap dispensers, towel boxes, and similar containers.
 - e. Empties and cleans wastepaper baskets and other refuse containers.
 - f. Assists office staff with mail and deliveries to areas of the school.
 - g. Moves and adjusts chairs, desks, tables, supplies, furniture, and equipment.
 - h. Strips, seals, and waxes floors.
 - i. Removes spots and graffiti from floors, walls, woodwork, furniture, carpets, and fixtures.
 - j. Washes and scrubs walls, lavatory fixtures, windows, drinking fountains, drains, lights, light fixtures, and painted surfaces.
 - k. Operates power sweepers, burnishers, and other power equipment.

- I. Inspects work upon completion of assigned schedule and completes any unfinished work.
3. Routinely follows proper cleaning procedures and uses proper chemicals and cleaners safely, productively, and according to directions given in training.
4. Routinely uses and operates cleaning equipment and tools safely and in accordance with the training instructions provided. Learns and utilizes new tools and technologies as needed by the District.
5. Attends training courses as required and responds to instructions both on the job and in training classes.
6. Assists the Custodial Foreman in other matters of cleanliness and ongoing minor building maintenance.
7. Responds to immediate safety and/or operational concerns (e.g., ventilation systems, generator alarms, fire alarms, firefighting equipment, water leaks, fires, etc.) and takes appropriate action to resolve immediate safety issues and to ensure a safe and efficient working environment.
8. Responds to immediate needs for cleaning and or safety assistance as requested by school staff or the Custodial Foreman.
9. Sets up and removes equipment (e.g. chairs, tables, bleachers, portable walls, etc.) prior to and after activities.
10. Reports facility preventative maintenance and repair requirements to the Custodial Foreman to ensure proper working order and appearance.
11. Secures the building at the completion of shift.
12. Directs and escorts students, visitors, and community members.
13. Maintains effective working relationships with other members of the custodial staff, school personnel, students, and parents. Effectively works and communicates with students, parents, and staff from diverse cultures or backgrounds including those who speak limited or no English.
14. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, other Beaverton School District policies and procedures, and all required District and department training.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess high school diploma, or G.E.D.
2. Must read, understand, and follow multi-step written and verbal instructions in English.
3. Must be able to perform basic math calculations.
4. Upon hire, must demonstrate understanding of basic health standards to comply with District and State regulations and must demonstrate an understanding of safety practices and procedures.
5. Must be able to comply with District and State regulations as they relate to District building and safety.

6. Must demonstrate the ability to adhere to safety practices and to comply with District procedures for use of custodial cleaning products and equipment.
7. Must demonstrate the ability to follow a set routine at a pace that meets District standards and must demonstrate the ability to meet deadlines and schedules.
8. Must demonstrate flexibility to changing working environments.
9. Must demonstrate the ability to use District cleaning equipment and solve problems related to equipment operations.

Additional Requirements Specific to this Position:

1. Must be able to pass a physical exam.
2. Must be able to pass a criminal background check.
3. Must possess uncorrected or corrected visual acuity of 20/40 in both eyes.

Working Conditions:

The Custodian I largely works indoors, but will also work outside in all kinds of weather, and often in the dark. Most of the custodian's work-time involves undertaking activities while standing. Seasonal weather-related activity such as cleaning leaves in the fall, ice and snow in the winter and window cleaning in the summer months may require prolonged work time outside.

The incumbent will frequently stand, but will also walk, climb stairs and ladders, sit, push, pull, bend, stoop, kneel, and reach in the normal course of their workday. At times the incumbent will spend prolonged periods of time standing, walking, sitting, pushing, bending, stooping, and kneeling. The incumbent will routinely lift up to 55lbs, by him/herself and lift more than 55lbs with assistance.

The work environment is often controlled and often quiet, but the work environment will also frequently include moderate to loud noise. The work environment includes exposure to fumes, cleaning solvents and vibration with some equipment. Other potential exposures and hazards include but are not limited to: Chemicals, toxins, dirt, playground/office equipment, furniture, communicable diseases, and power/hand-operated equipment and machinery.

Work Year: 210 days or 260 days

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

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The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.