

LYON COUNTY SCHOOL DISTRICT- HR Department

CUSTODIAN

Job Group: Operations – Facility Services

Classification: Classified

Terms of Employment: Pay Grade 22 on the Classified Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under immediate supervision by the Principal or designee and receiving direction from the operations and maintenance Supervisor and site maintenance, cleans assigned area or facilities of the Lyon County School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Cleans and shampoos rugs and carpets.
2. Cleans floors by vacuuming, sweeping, mopping, polishing, or scrubbing.
3. Cleans, dusts, and polishes woodwork, furniture, glass, and other items.
4. Services soap dispensers, towel boxes, and similar containers.
5. Empties and cleans wastepaper baskets and other refuse containers.
6. Cleans chalkboards, trays, and erasers.
7. Moves and adjusts chairs, desks, tables, supplies, furniture, and equipment.
8. Strips, seals, and waxes floors.
9. Removes spots and graffiti from floors, walls, woodwork, furniture, carpets, and fixtures.
10. Washes and scrubs walls, lavatory fixtures, windows, drinking fountains, drains, lights, light fixtures, and painted surfaces.
11. Operates power sweepers, polishers, and other power equipment.
12. May be required to move, assemble or disassemble furniture, equipment, or other items, or to assist other crafts in an emergency or as the need arises.
13. Completes basic landscaping care, including but not limited to garbage pickup, weed pulling, putting rocks back into rock beds, and reporting additional issues to maintenance personnel for repair or replacement.
14. Conforms to safety standards as prescribed.
15. Performs other tasks related to the position as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to understand written and oral instructions.
2. Ability to operate and maintain custodial equipment.
3. Ability to perform physically demanding work.
4. Ability to learn the appropriate use of cleaning products.
5. Ability to climb ladders for cleaning and changing of lights.
6. Ability to work flexible work schedules.
7. Ability to work cooperatively with employees, students, and the public.
8. Ability to recognize and report hazards and apply safe work methods.
9. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS: Education, Training and Experience:

1. High school graduation or other equivalent (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).

Preferred Qualifications:

Custodial Experience

DOCUMENT (S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).

EXAMPLES OF ASSIGNED WORK AREAS:

Lyon County School District schools and grounds, (classrooms, restrooms, locker rooms, corridors, school theaters, cafeterias, exterior grounds, etc.), offices, construction sites, etc.

WORK ENVIRONMENT:

Strength: Medium/Heavy - exert force to 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. May involve significant stand/walk/push/pull.

Physical Demands: Occasional climbing, balancing, crouching, and crawling. Frequent stooping, reaching, kneeling, handling, repetitive fine motor activities, talking, and hearing. Vision: occasional near and far acuity, depth perception, and color vision.

Environmental Conditions: Climate controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Portable man-lift, truck-mounted carpet extractor, various cleaning equipment, (i.e. vacuum, backpack vacuum, buffer, etc.).

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting				
Standing			X	
Walking			X	
Bending/Stooping/ Squatting/Twisting			X	
Crawling		X		
Kneeling		X		
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs		X		
Climbing while working (ladder, stools, roofs, poles)		X		
Balancing				
Lifting &/Or Carrying objects:		X		
Up to 50 Pounds or 1/3 Bodyweight		X		
Pushing		X		
Pulling		X		
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)		X		
Fine Manipulation				
Repetitive Work			X	
Weight Bearings		X		
Typing, Keyboarding, or Entering Data				
Computer Monitor/ CRT		X		
Driving a Vehicle				
Working Alone			X	
Operating Machinery or Equipment:			X	
Heavy Equipment	X			
Vibrating Equipment				

Power Tools	X		
Machine/Electrical Hazards	X		
Ladders ≥ 6 Feet	X		
Personal Protective Equipment	X		
Respirator Use			
Work Conditions:			
High Noises	X		
Heights	X		
Confined Spaces	X		
Heat Stress			
Cold Stress			
UV Exposure	X		
Hazardous Chemical/Waste	X		
>8 Hrs Day			
Overtime/Irregular Hrs		X	
Senses:			
Eyes		X	
Visually Demanding Work		X	
Near Vision		X	
Far Vision		X	
Depth Perception		X	
Basic Color Discrimination			
Hearing Protection	X		
Speech Discrimination			
Audio Alarms		X	
Ability to Smell		X	

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____