**TITLE:**          **Custodian**
Classification:   Custodian
Reports to:       Lead Custodian
Work Schedule:  8 hours per day, 260 days per year

## PURPOSE STATEMENT

The Custodian is responsible for the security, maintenance, and care of district facilities. They are responsible to provide students and staff with an attractive, clean, and safe environment in which to learn and work.

## ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Follow a schedule of general cleaning and maintenance in assigned areas as directed by lead custodian.
- Works with lead custodian and maintenance department to ensure timely and accurate completion of all work orders.
- Communicate with lead custodian at the beginning of the shift to receive instructions concerning building use during the evening and special requests by staff members.
- Maintain building security during shift, checking for unlocked doors, unauthorized occupants, and arming security system.
- Communicate building equipment and supply needs in a timely manner with lead custodian.
- As directed by lead custodian, make minor maintenance repairs promptly
- Promote the safety, health, and comfort of students and staff.
- Know information regarding the handling of emergency situations for water shut off, gas, earthquake, lockdown, electrical fire, etc. Secure the building in emergencies. Call authorities as appropriate and keep the building administrator informed of any unusual occurrences involving the building.
- Follow all district custodial procedures (i.e. clean custodial rooms, clean equipment after each use, store supplies and equipment properly, properly label all chemical bottles, perform cleaning procedures as prescribed, use only district approved chemicals, mix chemicals properly, etc.)
- Reports major repair needs in a timely manner to lead custodian.
- Complete setup and removal of furniture required for special events.
- Inspect, clean and repair interior and exterior facilities, including walls, floors, furniture and equipment using power equipment and hand tools appropriate for task.

- Assemble furniture and equipment as directed.
- Clean and maintain school facilities including, but not limited to, floor covering care, restroom and classroom sanitation and maintenance (i.e. empty trash, replace paper and hand washing supplies, disinfect common surfaces).
- Maintain outdoor facilities (i.e. snow shoveling, litter removal, sweep and clean walkways, vandalism clean up).
- Substitute for lead custodian when required.
- Participate in projects under the direction of the lead custodian or maintenance department.
- Job presence
- Performs other related duties as assigned.

## JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

### Skills, Knowledge, and Abilities
- Strong oral and written communication skills and strong active listening skills.
- Knows how to use and maintain custodial power equipment and hand tools required for cleaning and general maintenance of floors, carpets, walls windows, lockers, furnishings, etc.
- Knowledge of occupational hazards and ability to maintain the safety and security of the assigned facility.
- Demonstrated knowledge in basic techniques of electrical, carpentry, and grounds maintenance.
- Skills in maintaining a clean and orderly environment
- Ability to seek out work needing completion.
- Demonstrated excellent work and attendance records.
- Demonstrated ability to work independently, make good decisions, problem solve, and prioritize and organize effectively.
- Demonstrated aptitude for successful fulfillment of assigned duties.
- Ability to perform physical tasks including safely and comfortably lifting 40 lbs. unassisted.
- Ability to maintain effective working relationships with staff, students, and the public.
- Ability to respond effectively to building emergencies.
- Basic computer knowledge and ability to access email, substitute online, and basic software.

### Working Environment
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

The employee will work in a school environment that will include working both indoors and outdoors and in inclement weather. The employee may experience frequent interruptions and exposure to chemicals, asbestos, and cleaning solvents and their fumes. Employees will be required to lift a minimum of 40 pounds, climb ladders and stairs, reach, bend, squat, and push and pull equipment. Employee must operate equipment in a safe manner and use district provided safety equipment. The employee must adhere to district and Labor and Industries safety

programs. Employees must maintain continual safety awareness for self and others and wear appropriate clothing with regards to safety and working in a school environment.

This list of conditions is not exhaustive and may be supplemented as necessary as related to the job.

**Experience:**
**High school diploma or GED (General Education Degree)**

**Special Requirements**
- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

**Continuing Ed./Training**                    **Certificates**


**FLSA Status:**                               **Salary Range:  Per PSE Salary**
Non-exempt                                     **Schedule A**


Classification History
Job Description Developed:  3/30/2001
Revised: 10/22/14


*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*