

**TITLE OF POSITION:** Custodian I  
**CLASSIFICATION:** Maintenance & Operations  
**LOCATION:** School or Support Building as Assigned  
**SUPERVISOR:** Assistant Director of Maintenance and Operations  
**SALARY RANGE:** Placement on Classified Salary Schedule

**GENERAL DESCRIPTION:**

Performs general housekeeping and cleaning duties in assigned areas. Takes direction from supervisor, principal, and head/lead custodian. Interacts with students, staff, and the public during and after the school day. Monitors the building for health and safety issues and reports concerns to supervisor/principal/head or lead custodian. Maintains security of the building while on shift. Reports maintenance and repair concerns to building principal/supervisor/head or lead custodian. Responds to concerns within the building as requested by building principal/supervisor/head or lead custodian.

**DUTIES AND RESPONSIBILITIES:**

1. Provides for the routine cleaning, maintenance and refinishing of hard floor surfaces such as vinyl tile, VAT/VCT, Terrazzo, aggregate, synthetic or maple floors. Provides for the routine vacuuming, spot cleaning, maintenance, and repair of carpet and walk-off mats, to include the periodic extraction, shampooing and treatment of carpet as assigned.
2. Provides for the routine cleaning and sanitation of restrooms, shower rooms, kitchens, cafeterias, classroom sinks, staff lounges and concession areas to include counters, partitions, dispensers, cupboards, sinks, lavatory fixtures, faucets, drinking fountains, showers, mirrors, walls, floors, ceilings, writing boards and light fixtures. Fills, replaces/repairs tissue, towel and soap dispensers. Cleans and sanitizes drinking fountains and dispensers as assigned.
3. Provides for the routine cleaning, dusting and maintenance of assigned classrooms, offices, health rooms, corridors, mechanical rooms, access areas, and other areas of assignment to include lights and fixtures, white boards, furnishings, waste containers, walls, floors, ceilings, windows, doors, etc.
4. Provides for the setup and removal of furniture requirements for special events. Monitors and replenishes supplies needed during special events. Reports damage and other concerns.
5. Cleans and maintains classroom and office furniture. Provides for the repair of desk and chair tops, seats, backs and floor glides. Moves and

relocates desks, chairs, risers and other furniture as assigned. Performs minor repairs as needed.

6. Uses wide variety of hand and power tools such as brooms, mops, squeegees, brushes and other related custodial equipment. Efficiently operates and maintains mechanized equipment such as carpet extractors and shampoo equipment, buffers, vacuums, pressure washers, etc.
7. Provides for site security through visual and physical inspection of doors, windows and hatches. Reports all defective equipment to head/lead custodian immediately.
8. Assists in the periodic replacement of heating and ventilation filters, and visual inspection of belts. Reports defective equipment to head/lead custodian immediately.
9. Responsible for the safe and effective application of floor strippers, disinfectants, finishes, cleaning chemicals and treatments. Reads and follows manufacturer's directions for application and use of chemicals and other products.
10. Inspects playgrounds, parking lots, reports safety concerns, and services refuse containers outside the building.
11. Maintains exterior walkways, keeping them clear of snow, ice, and debris.

Each of the positions in the Operations Department serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification.

#### **QUALIFICATIONS/ABILITIES:**

1. Must have a high school diploma or equivalent.
2. Must have a minimum of 900 hours of recent custodial experience or similar acceptable experience and qualifications, preferably within the past (5) five years.
3. Must have a valid Washington State Drivers License.
4. Must be physically able to perform the required work on a daily basis.
5. Must be able to lift up to 50 pounds at intermittent times.
6. Must have knowledge and ability to use the tools of the trade.
7. Must be able to operate and maintain the power equipment of the trade.
8. Must be able to follow written and oral directions.
9. Basic computer (e-mail, Internet) skills preferred.
10. Must have or obtain first aid certification within 90 days of hire.
11. Must have demonstrated the ability to relate well with students, staff and public.
12. Must have demonstrated ability to work in a team setting.

Testing to be used to determine knowledge of trade.