



*For our children, our community, our world, our future*

Cheney Public Schools  
 12414 S Andrus Road  
 Cheney, WA 99004  
 (509) 559-4599

<b>CLASSIFICATION:</b>	Maintenance/Grounds/Custodial	<b>LOCATION:</b>	School Building(s)
<b>REPORTING RELATIONSHIPS:</b>	Position is supervised and evaluated by the department director(s).	<b>COMPENSATION:</b>	Placement on the PSEC Salary Schedule
<b>REPRESENTATION:</b>	Public School Employees of Cheney (PSEC) a local chapter of Public School Employees Union (PSE) SEIU Local 1948		

**POSITION:** Custodian IV, HS/MS Lead

**GENERAL DESCRIPTION**

Performs as the head building custodian at the secondary school level. Works with the building administrator(s) to provide for the efficient operation of the building. Provides and directs the performance of general housekeeping and cleaning duties within the building. Leads the work performed by other custodians in the building. Coordinates with principal and assists in the opening and closing of the building/school. Maintains security of the building while on shift. Reports and responds to maintenance, safety and repair concerns as directed by building administrator(s), department director(s) and/or head/lead custodian. Coordinates work to be completed during the summer, winter and spring breaks.

**DUTIES AND RESPONSIBILITIES**

An employee hired for this assignment may perform all or some of the responsibilities defined below:

- Assist in the training and direction of other custodians on site; coordinate the work of the custodial staff during the summer, winter and spring breaks
- Initiate and monitor work orders for maintenance, repairs or replacements to the facility; maintain written records of work completed
- Provide for the routine cleaning, maintenance and refinishing of hard floor surfaces such as vinyl tile, VAT/VCT, Terrazzo, aggregate, synthetic or maple floors; provide 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
- Provide for the routine cleaning and sanitation of restrooms, shower rooms, kitchens, cafeterias, classroom sinks, staff lounges and concession areas including, but not limited to; counters, partitions, dispensers, cupboards, sinks, lavatory fixtures, faucets, drinking fountains, showers, mirrors, walls, floors, ceilings, writing boards light fixtures, etc.; fill, replace/repair tissue, towel and soap dispensers.; clean and sanitize drinking fountains and dispensers
- Replace and maintain light fixtures; practice proper recycle and/or destruction techniques for bulbs
- Provide for the routine cleaning, dusting and maintenance of assigned classrooms, offices, health rooms, corridors, mechanical rooms, access areas, and other areas of assignment including, but not limited to; lights and fixtures, white boards, furnishings, waste containers, walls, floors, ceilings, windows, doors, etc.
- Coordinate and assist in the set-up and take down of seating, equipment, etc. required for special events; represents the district at evening and weekend events in the absence of administrators, monitor activities, replenish supplies and provide for security during special events
- Clean and maintain classroom and office furniture; provide for the repair of furniture, including but not limited to; desk and chair tops, seats, backs, floor glides, etc.; move and relocate desks, chairs, risers and other furniture as assigned
- Clean and maintain all custodial equipment after each use; perform minor repairs as needed
- Use a wide variety of hand and power tools including, but not limited to; brooms, mops, squeegees, brushes, etc.; efficiently operate and maintain mechanized equipment, including, but not limited to; carpet extractors, shampoo equipment, buffers, vacuums, pressure washers, etc.
- Provide for site security through visual and physical inspection of doors, windows and hatches
- Assist in the periodic replacement of heating and ventilation filters, and visual inspection of belts; assist in the ordering of replacement filters as needed
- Report all defective and damaged equipment to head/lead custodian, building administrator and/or department director as needed
- Responsible for the safe and effective application of floor strippers, disinfectants, finishes, cleaning chemicals, treatments, etc.; read and follow manufacturer's directions for application and use of chemicals, etc.; instructs other workers in the safe application of chemicals and finishes
- Change locker combinations as required

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- Inspect sports fields, parking lots and track; report safety concerns to head/lead custodian, building administrator and/or department director as needed
- Service refuse containers outside the building
- Maintain exterior walkways, keeping them clear of snow, ice, and debris
- Weekly inventory of cleaning supplies, paper products, garbage bags, and filters, as needed; submit supply order in a timely manner
- Remain on-call for snow removal during winter months and responds to emergencies as directed by the department director(s)
- Use industrial chemicals, solvents and cleaners in a safe and effective manner in compliance with OSHA/WISHA safety standards
- Support and facilitate the moving of furniture including, but not limited to; desks, tables, chairs, shelves, cabinets, etc.
- Build and repair furniture, and other warehouse surplus items, as assigned
- Participate as an effective, contributing member of the District's maintenance and operations team
- Perform other duties as required

Each of the positions in the Maintenance and Operations Department serves as one unit of the whole team, and as such, is subject to assist or is assigned to tasks in other trades within the classification.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Service, cleaning, and maintenance of equipment, safe equipment operation procedures, safe and efficient storage requirements, safe stacking procedures, codes and safe practices for storage in fire protected areas, district programs and procedures, and proper lifting techniques; basic computer skills including, but not limited to; e-mail, internet, etc.

**Ability to:** Repair and adjust equipment; provide safety inspection, preventative maintenance and repair to playground toys and equipment; operate and maintain mechanized equipment of the trade to include snow blowers, cleaning equipment, etc.; conduct accurate inventory of products and supplies; estimate product and other supply needs required to maintain district inventory standards; maintain written schedules and records; read and follow written and verbal instructions, as well as communicate clearly in both verbal and written communications; ability to provide clear verbal and written instructions for custodial personnel; ability to operate snow removal equipment in safe and efficient manner; work variable hours as requested/needed; work alone or in a team setting; maintain good rapport with students, staff, and the public.

### **MENTAL DEMANDS**

- Required to deal with a wide range of behaviors and needs in a positive and service-oriented manner
- May experience shifts in work schedule and/or work site according to district needs
- Sustain mental awareness while also maintaining attention to details and safety requirements
- May occasionally deal with distraught or difficult people

### **PHYSICAL DEMANDS**

- Ability to repeatedly lift up to 50 pounds
- Ability to occasionally lift up to 75 pounds
- Physically able to perform heavy work on a daily basis
- Ability to work at heights up to 30 feet
- Work in confined spaces and/or stand for extended periods of time
- Amount of sitting, standing and walking may vary depending on projects/tasks. Generally, the job requires 20% crouching, 40% walking, and 40% standing.
- The usual and customary methods of performing the job's functions require the following physical demands: the employee frequently will stand and walk and use hands for repetitive grasping and significant fine finger dexterity, often assembling very small objects. The employee is frequently required to sit, bend at neck and back, twist body, use hands to push/pull and lift/carry, squat, kneel, stoop, crouch, knee stand, crawl, climb stairs or ladders, reach overhead, and lift overhead.

### **REQUIRED QUALIFICATIONS**

- Must have a high school diploma or equivalent and related work experience
- Must have and maintain a valid Washington State Driver's License
- Must have access to reliable transportation
- Basic computer knowledge and skills, including Google Workspace, MS Windows and Word
- A minimum of two years of successful commercial custodial experience required
- Successful commercial custodial experience in a leadership role preferred

\*Testing may be used to determine knowledge of pertinent skills

#### **TERMS OF EMPLOYMENT**

- Custodial Classification on Public School Employees of Cheney Salary Schedule
- Year-round position: 260 days; 8 hours per day

#### **CLEARANCES**

WSP/FBI criminal history background clearance

#### **EVALUATION**

The employee shall be evaluated per the terms of the Public School Employees (PSE) Collective Bargaining Agreement by the building principal, department director, or designee. The process shall include an evaluation of the employee's performance of the above Duties and Responsibilities and Knowledge, Skills and Abilities.

#### **CONTINUING EDUCATION/TRAINING**

- Must complete school safety training within thirty (30) calendar days from hire date and annually thereafter
- Must acquire and maintain CPR/First Aid card within sixty (60) calendar days from hire date and as scheduled thereafter
- Attend designated trainings as specified by supervisor and/or department director in order to maintain knowledge/skills
- Submit current/renewed licenses to Human Resources upon attaining

#### **HISTORY**

Job description and format updated: January 2025

Cheney Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, economic status, pregnancy, familial status, marital status, disability, or the use of a trained guide dog or service animal, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions: Title IX/Chapter 28A.640 Officer/Civil Rights Compliance Coordinator/ADA Coordinator - Tom Arlt, Assistant Superintendent, Cheney School District, 12414 S. Andrus Rd. Cheney, WA 99004 Phone: (509) 559-4550; Section 504 Coordinator - Franklin Day, Director of Student Support Services, Cheney School District, 12414 S. Andrus Rd., Cheney, WA 99004 Phone: (509) 559-4507.

EQUAL OPPORTUNITY EMPLOYER