BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

Custodian I

Purpose Statement
The job of Custodian I is done for the purpose of providing students with a safe, attractive, comfortable, and clean environment in which to learn, play, and develop.

Supervisory Relationship
Reports to: Head Custodian

Essential Functions
- **Maintain floors of all types**: Perform regular cleaning, sweeping, mopping, waxing, and buffing to ensure floors are kept in optimal condition.
- **Clean furniture of all types**: Dust, wipe, and sanitize furniture to maintain cleanliness and hygiene.
- **Dust all general areas**: Dust surfaces in classrooms, offices, and common areas to maintain a dust-free environment.
- **Spot clean walls**: Remove marks, stains, and dirt from walls to maintain a clean appearance.
- **Empty and clean waste baskets**: Ensure all waste receptacles are emptied regularly and kept clean.
- **Move furniture as required**: Assist in the arrangement and relocation of furniture as needed for various activities and events.
- **Clean windows**: Wash and clean windows to maintain visibility and a pleasant environment.
- **Clean and disinfect restrooms**: Ensure restrooms are thoroughly cleaned and sanitized to meet hygiene standards.
- **Clean water fountains**: Maintain cleanliness and functionality of water fountains for student and staff use.
- **Report any necessary repairs**: Identify and report maintenance needs to ensure timely repairs.
- **Report any building damage**: Observe and report any damage to school property for prompt attention.
- **Adhere to School Policies**: Follow and enforce school policies and procedures in all aspects of the job.
- **Attendance**: This position requires prompt and consistent attendance.
- **Perform Other Duties**: Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills
- Operate industrial cleaning equipment and tools.
- Adhere to safety practices and use cleaning chemicals appropriately.
- Plan and manage tasks to maintain a clean and safe environment.

Knowledge
- Basic math and reading comprehension.
- Understanding of industrial cleaning methods and safety procedures.

Abilities
- Schedule and prioritize tasks effectively.
- Work flexibly and effectively with diverse individuals.
- Communicate effectively and work as part of a team.
- Adapt to changing work priorities and manage interruptions.

Responsibility
Work under direct supervision using standardized practices and/or methods. Lead, guide, and/or coordinate others as needed. Operate within a defined budget. Utilize resources from other work units as required to perform job functions.

Work Environment
Perform job functions that require significant lifting, carrying, pushing, and pulling. Engage in frequent stooping, kneeling, crouching, and crawling. Exhibit fine finger dexterity. Majority of time spent walking and standing. Work in conditions with minimal temperature variations and some exposure to risk of injury or illness.

Experience
Previous custodial experience preferred

Education
High school diploma or equivalent

Required Testing
Post-offer physical exam

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non-Exempt

Salary Grade
SE

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.