

CUSTODIAN

Purpose Statement

The job of Custodian was established for the purpose/s of maintaining attractive, sanitary and safe facilities and grounds for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

This job reports to Lead Custodian and Manager

Essential Functions

- Arranges equipment and furnishings (e.g. desks, tables, bleachers, stages, etc.) for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Assists in snow removal for the purpose of maintaining a safe environment.
- Cleans assigned facilities and grounds (e.g. offices, restrooms, corridors, carpets, windows, walls, board room, conference rooms, landscape, fields, press box, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Communicates issues about safety and/or proper maintenance of facilities to supervisor, students, site staff and others for the purpose of providing information, obtaining repairs, ensuring safety and/or scheduling special cleaning.
- Inspects school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying/reporting necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains a variety of custodial supplies, equipment/vehicles, and landscaping (e.g. weed eaters, mowers, sprayers, trimmers, athletic fields, sidewalks, sprinkler systems, etc.) for the purpose of ensuring the availability of items required to properly and safely maintain facilities and preserving grounds in a healthy, attractive and safe condition.
- Opens and/or secures facilities, as directed, (e.g. opening gates, building access doors, disarming security systems, raising flag, minor repairs, lock doors, turn off lights, take down flags, etc.) for the purpose of ensuring facilities are operational and safe for occupancy and/or minimizing property damage, equipment loss and potential liability to the district.
- Operates equipment (e.g. trimmers, weed eaters, mowers, vacuum cleaners, burnishers, etc.) for the purpose of cleaning and maintaining building and grounds.
- Performs minor maintenance and repairs and routine groundskeeping duties (e.g. change light bulbs, replace washers/fixtures, oil doors, picking up paper and other refuse and debris, sweeping walks and entrances, watering and clearing grass around sprinkler heads, minor pruning, etc.) for the purpose of ensuring safe and efficient use of facilities and grounds.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, unauthorized persons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Transports various items to schools or other sites, as assigned, (e.g. equipment, furniture, chemicals, fertilizer, etc.) for the purpose of providing materials at job site and/or school site as may be required.

Other Functions

- Attends in service training (e.g. blood-borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance and grounds work, including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; methods of grounds care; safety practices and procedures; and health standards and hazards.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

- Asbestos Certification within 6 months of hire
- Certified Pool Operator's License (depending on assignment)
- CPR/AED First Aid Certificate within 30 days of hire
- Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

- Criminal Justice Fingerprint/Background Clearance
- MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

05/22/2013

Salary Grade

Classified 49

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____