

CUSTODIAN

REPORTS TO: District Clerk/Facilities Manager

ESSENTIAL FUNCTIONS:

Sweeps, mops, scrubs, and waxes floors.

Vacuum rugs and carpets.

Dusts, waxes, washes, and polishes furniture and woodwork.

Cleans restrooms, replenishes supplies, and fills dispensers.

Maintains areas adjacent to buildings in clean, safe, and sanitary condition.

Washes windows, walls, sinks, and fountains.

Arranges furniture and equipment for special activities.

Observes and reports need for repairs and makes minor repairs as time permits.

Secures buildings at the end of shift.

Picks up trash and litter and empties and cleans trash and garbage receptacles.

Does emergency cleanup resulting from vandalism, breakage, spillage, or illness.

Stacks, assembles, and stores furniture, equipment, and supplies.

Cleans chalkboards/whiteboards and trays.

Is responsible for reporting unruly student activities, loitering, vandalism, or similar situations.

Performs routine nontechnical maintenance duties with the use of household hand tools.

Identifies animal and insect problems and takes appropriate corrective action.

Arranges for new planting, transplanting, and removal or reconditioning of shrubs, lawns, and trees.

Ensures proper care, cleaning, repair, and replacement of equipment.

Schedules and determines priorities of work with the building administrator and facilities manager.

May prepare and paint interior and exterior walls.

Works with school administrators in scheduling and coordinating maintenance and repair of buildings, equipment, and other District property.

Recommends repairs and refurbishing needs; prepares rough estimates of material and labor costs and work procedures, coordinating with administration as appropriate.

May perform skilled work in various construction and/or maintenance trades.

Keeps maintenance records, operational records and prepares routine reports.

Recommends new equipment purchases.

Orders, receives, stores, and distributes supplies.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

High school diploma or equivalent supplemented by training in maintenance and construction; experience in grounds maintenance or gardening work, Journey- level experience in one or more of the building trades, including experience in a lead capacity.

Good physical condition and fitness.

Knowledge of building maintenance practices, materials, and laws or codes affecting the construction and repair of school buildings. Establish priorities and make sound operational decisions.

Establish and maintain effective and cooperative relationships with others.

Knowledge of cost estimation and controls.

Communicate effectively orally and in writing.

Proficiently use various gardening and grounds-maintenance tools and power equipment safely.

Perform heavy manual labor.

Drive and operate trucks and large power equipment efficiently and safely.

Plan and estimate maintenance work; read and interpret codes, blueprints, and diagrams.

Inspect maintenance work with concern for acceptable industry standards and District needs.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment matters.

Ability to effectively manage time and responsibilities.

Knowledge of methods, materials, and equipment used in cleaning various types of surfaces and furniture. Knowledge of basic safety practices related to custodial work.

Perform heavy physical labor.

Landscape gardening work, including knowledge of methods, supplies, and tools used in planting, cultivating, and caring for lawns, trees, and shrubs.

Knowledge of pest and weed control chemicals, materials, and techniques.

Work effectively without close supervision.

Operate specialized cleaning and maintenance tools and equipment.

Understand and follow a work schedule.

Keep basic work records and make reports.

Understand and carry out oral and written instructions.

Maintain cooperative working relationships with those contacted in the course of work.

Ability to handle stressful situations.

Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Cleaning and maintenance tools and equipment, including but not limited to vacuum, floor polishers, floor strippers, miscellaneous scrubbing equipment. Trucks, large power equipment, shovels, rakes, lawnmowers, weed eaters. Hand and power tools, large equipment, vehicles, etc.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate but can be noisy, depending upon the task at

hand. **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, travel from one building to another, push heavy equipment, twist at neck and waist, reach, kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift and/or carry up to 50 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints and maintains attentiveness intensity. The employee may be involved in interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on: February 11, 2003

Revised on: April 19, 2023