

## **Custodian**

### **Purpose Statement**

The job of Custodian is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

This job reports to Director of Maintenance, Principal

### **Essential Functions**

- Assists with seasonal grounds work (e.g. snow removal, etc.) for the purpose of ensuring access and safety.
- Attends meetings (e.g. in-service training, workshops, etc.) for the purpose of gathering information required to perform job functions.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Delivers a variety of items (e.g. furniture, supplies, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Informs students and other site personnel (e.g. wet floors, inoperable facilities, etc.) for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Monitors students and staff around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Performs summer maintenance (e.g. strip/wax floors, moves furniture, painting, etc.) for the purpose of completing and/or facilitating summer construction.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to inquiries from staff, students, parents, and/or visitors (e.g. directions, etc.) for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the safe, efficient and effective functioning of the building site.

**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 including electrical cleaning equipment, common tools, etc.; adhering to safety practices; assembling and/or repairing office and classroom equipment; handling hazardous materials; and inspecting buildings and/or grounds; inspecting equipment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; concepts of grammar and punctuation; health standards and hazards; job-related codes/laws/rules/regulations/policies; keyboarding; and school safety and security practices.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working with constant interruptions; adapting to changing work priorities; analyzing issues and determining appropriate course of action; applying material handling techniques; being available on-call; communicating with persons of diverse backgrounds; displaying mechanical aptitude; organizing tasks; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

Post Offer Physical Exam

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

Required to work some evenings and weekends.

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**