

CUSTODIAN

Title: Custodian

Reports to: Building Principal, Operations Foreman and Head Custodian

Position Summary: Under the direction of the Head Custodian, responsible for the daily maintenance and upkeep of the building, including completion of work orders.

Work Year: 12 months

QUALIFICATIONS:

- High School Diploma or general education degree (GED), Boiler Operator Black Seal License and valid driver's license.
- At least two (2) years of experience involving the heating, inspection, cleaning, and maintenance of furniture, fixtures, offices and buildings and the reconditioning, care and maintenance of building and grounds.
- The ability to communicate and associate with students and school staff.
- The ability to read, write, speak understand and communicate in English sufficiently to perform the duties of this position.
- The ability to learn and utilize various types of electronic devices ie: computer, walkie talkies, etc. used by the office and district.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

DUTIES:

1. To ensure that "minimum School Housekeeping Standards" are maintained for all Custodial Activity Areas as defined and updated by the Director of Support Operations;
2. Daily maintenance of assigned areas;
3. Ensuring the grounds adjacent to the assigned area is to be kept free of all rubbish and debris and access/aggress walkways are free of obstruction as required for all building use and safety;
4. Maintenance of shrubbery, beds, walkways and grass areas adjacent to the building are to be maintained as needed or requested by the building Principal;
5. Minor maintenance and repairs within the custodians' assigned area and within the custodian's skill capabilities; major maintenance items beyond the custodians' ability to perform are noted on the request for maintenance or operational work form and handed to the Head Custodian.
6. Security of all doors and windows in assigned areas before departing;
7. Ensuring that any operational housekeeping activities not covered by the above referenced minimum school housekeeping standards are promptly performed at the custodian's own initiative or where required under the direction of supervisors;
8. Performance of day-to day operational jobs as they develop, as scheduled, and as requested by the custodian's supervisor. (i.e. Courier duty, loading, unloading or moving equipment and supplies, inspection of facilities, emergency cleaning, etc.)
9. Cooperating with supervisors and fellow workers toward job completion;
10. Establishing and maintaining good public relations with other staff members;

11. Notifying the Head Custodian of any potential equipment repair or supply needs in writing and in sufficient time to obtain those materials before lack of the same affects the performance of the custodian's job requirements;
12. Being thoroughly familiar with the proper operation and use of all building systems in his and her area of responsibility and assignment;
13. Being aware of and ready to satisfy all procedures, rules of regulations affecting the custodians' job performance with emphasis on emergencies, i.e. fire prevention, closings, equipment malfunction, plant security and safety, unruly persons, etc.;
14. Maintaining clean mops, pails, and custodial equipment on a continuing basis;
15. Using ladders, walk behind scrubbers, buffers, burnishers, small equipment, and tools consistent with job descriptions;
16. Replacing burned out lights in a timely manner; replace damaged light covers;
17. Removing spots and gum on all floor coverings upon discovery;
18. Replacing all broken and nonfunctioning hardware in a timely manner.
19. All other duties as assigned by the district Administration.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee will be frequently required to stand, walk, use hands, to finger, handle or fee; stoop, kneel, crouch or crawl and talk or hear. The employee is occasionally required to sit, climb or balance. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.