

**DES MOINES PUBLIC SCHOOLS
POSITION DESCRIPTION**

TITLE: Operations Pool Class 1-3

POSITION INVENTORY: 8231-8233

DEPARTMENT: Operations- Custodial Services

STATUS: Non-Exempt

FT/PT: Full Time

REPORTS TO: Custodial Specialist, Operations Engineer Chief, and Building Administrator

BASIC FUNCTION: Performs custodial duties within a school and/or facility.

ESSENTIAL FUNCTIONS: duties include, but are not limited to:

- Knowledge of good housecleaning practices and procedures.
- Ability to understand oral and written work instructions.
- Displays high standards of ethical conduct. Exhibits honesty and integrity.
- Displays a high level of initiative, effort and commitment towards completing assignments efficiently.
- Works independently without supervision.
Demonstrates responsible behavior and attention to detail.
Responds appropriately to supervision.
Working knowledge and skill operating a personal computer and using Microsoft Office products and District programs.
- Possess effective communication skills.
Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner.
- Committed to quality service.
- Ability to use good judgment.
- Ability to promote spirit of cooperation with others.
Assures the facility is secured according to district procedures to prevent loss of or damage to property, or failure of mechanical equipment.
- Sweeps, dusts, and mops hard surfaces; strips, waxes, buffs, and reseals hard surfaces using district provided equipment and supplies.
- Dusts, cleans and polishes furniture, counters, shelving, window/door ledges and casings, using district provided materials and supplies.
- Transfers furniture and equipment to clear areas for cleaning and renovations by lifting and carrying light to heavy objects.
- Shampoos or spot cleans carpets and rugs, using district provided equipment and supplies.
- Cleans whiteboards and erasers.
- Washes walls, woodwork and windows.
- Cleans lavatories, toilets and bath facilities using district provided equipment, materials and supplies.
Collects and disposes of waste in appropriate waste or recycling container.
Performs all out of doors maintenance as needed such as: snow and ice removal, leaf removal, trash removal and all other general work as assigned.
- Performs all cleaning tasks to properly maintain clean and neat facilities.
Performs general preventive maintenance including, but not limited to, filter changes and minor repairs as needed.
- Adheres to District policies and department work rules.
- Attend work on a prompt and regular basis.
- Maintain confidentiality.
Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
- Assist with other duties as may be assigned.

HIRING SPECIFICATIONS:

Required:

- High School Diploma or equivalent

Desired:

- : Custodial experience in an elementary or secondary educational facility.
- 1st Class Fireman's License.

PHYSICAL DEMANDS:

		NEVER 0%	OCCASIONA L 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				X
B.	Walking				X
C.	Sitting		X		
D.	Bending/Stooping			X	
E.	Reaching/Pushing/Pulling			X	
F.	Climbing		X		
G.	Driving		X		
H.	Lifting 100# Max		X		
I.	Carrying 10 Ft.		X		
J.	Manual Dexterity Tasks				
	Telephone		X		
	Computer		X		
	Other (tool, equipment)			X	
K.	Working Conditions				
	Inside			X	
	Outside			X	
	Extremes of Temperature/humidity			X	

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

Signature of Supervisor: _____ Date: _____

*Human Resources Administrator Signature: _____ Date: _____

*This job description is subject to approval by Human Resources Management.

Revised August 2011