



CUSTODIAN

SUMMARY:

Under direct supervision of the Building Principal and Facilities Director, this position provides custodial support for the assigned building in order to provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop. In addition to keeping the assigned building neat and clean, this position also performs a variety of in and outdoor tasks to ensure the efficient running of the building.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Responsible for keeping assigned building and premises, including sidewalks, driveways, and play areas, neat and clean at all times. Inspects playground equipment for safety and needed repairs.
2. Performs yard keeping chores such as grass cutting, trimming, and fertilizing and helps maintain mowers and other lawn equipment.
3. Keeps the campus free from rubbish and empties outside trash containers as needed in compliance with local, state, and federal laws and procedures for the storage and disposal of trash, rubbish, and waste.
4. Shovels, plows, chips ice, and sands walks, driveways, parking areas and steps as appropriate.
5. Washes all windows on the outside of assigned building when necessary.
6. Raises the US and Alaska flags at or before 8 a.m. on each school day.
7. Checks daily to ensure that all exit doors are open and all panic hardware is working properly during the hours of building occupancy.
8. Assumes responsibility for the opening of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
9. Performs the daily set up and clean-up of the building cafeteria.
10. Keeps all floors in a clean and attractive condition and in a good state of preservation.
11. Performs assigned work orders for maintenance and custodial tasks, and assists maintenance personnel with assigned tasks.

12. Promptly reports needed major repairs or damage to the Building Principal and Facilities Director.
13. Moves furniture and equipment within buildings as required for various activities and as directed by the principal.
14. Delivers interoffice mail and building freight.
15. Replenishes building towel, tissue, and soap dispensers as needed.
16. Responsible for checking interior building lights and changing light bulbs.
17. Perform incidental record keeping/clerical tasks as assigned.

COMPETENCIES:

1. Ability to use computer technology.
2. Ability to use custodial equipment.
3. Aptitude or competence for assigned responsibilities.
4. Ability to relate positively and cooperatively with students, other District employees, and school patrons.
5. Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
6. Effective written and verbal communication skills.

SUPERVISORY RESPONSIBILITY:

This position may assist in the supervision of student interns.

WORK ENVIRONMENT:

This job operates indoors, and outdoors in a variety of weather conditions. This role routinely uses a variety of cleaning equipment.

PHYSICAL DEMANDS:

Ability to consistently lift 70 pounds with assistance. Additional physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching overhead/handling, speaking, hearing conversations, and near/far visual acuity, depth perception, and field of vision.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position with benefits. Days and hours of work are Monday through Friday, 8 hours/day. This position operates for 264 days out of the year.

Salary Grade Level C

TRAVEL:

Some travel may be expected for this position.

REQUIRED EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent.
2. Knowledge of Microsoft programs

PREFERRED EDUCATION AND EXPERIENCE:

1. Two years of successful experience as a custodian.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

The successful candidate will be required to present a valid criminal background check upon hire.

EEO STATEMENT:

Valdez City School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, sexual orientation, or any other basis of discrimination prohibited by local, state, or federal law. This policy will prevail in all matters concerning staff, students, the public, educational facilities, programs, services, and activities, and with whom the district does business.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee

Date