



Littleton Elementary School District

Position Description

TITLE: Day/Night Custodian

CLASSIFICATION: Non-Exempt GRADE 3

GENERAL STATEMENT OF RESPONSIBILITIES: To perform assigned custodial duties and minor repairs as directed.

PRINCIPLE DUTIES: (essential functions)

- Performs routine cleaning, restroom sanitation, floor care, and trash disposal in assigned District facilities.
- Responds as directed to perform emergency cleaning work.
- Inspects and maintains assigned custodial equipment and small tools for proper operating condition. Completes minor repairs on cleaning equipment as needed.
- Assists in major cleaning projects for food service as directed.
- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Cleans assigned school facilities (e.g. classrooms, offices, restrooms, multipurpose rooms, corridors, carpets, removes graffiti, windows, walls, restrooms, bleachers, stage, locker rooms, etc.) for the purpose of maintaining a sanitary, safe and attractive environment at a School or District Office.
- Inspects school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly stock facilities.
- Prepares facility for daily operations as may be required (e.g. opening gates, raising flags, sweep/shovel/remove sand and debris from walks, building access doors, etc.) for the purpose of ensuring facilities are operational and safe for occupancy.
- Regulates heat, ventilation and air conditioning systems for the purpose of providing temperatures appropriate to the season and ensuring economical usage of fuel, water, and electricity.
- Repairs furniture and equipment as maybe required (e.g. light bulbs, switches, unclogging drains, sinks, toilets, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, unauthorized persons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds (e.g. lock doors, turn off lights, take down flags, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to the district.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.
Knowledge of materials, equipment and chemicals used in cleaning work.
Knowledge of safety rules and regulations.

Skill in following and maintaining safety standards.
Skill in closely following verbal and written instructions and procedures.
Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Moderate physical demands; work is performed in school facilities and commercial kitchen work environment; frequent lifting, carrying, and moving up to 50 pounds of materials and equipment.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent preferred; one (1) year of custodian experience is preferred; OR an equivalent combination of education and experience that provides the required knowledge and skill.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver's License.

TERMS OF EMPLOYMENT: Ten or Eleven months per year as determined by the specified type of custodian. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Employee Signature: _____ Date: _____