

CUSTODIAN

SUMMARY

Under basic supervision maintains attractive, sanitary, and safe facilities for students, staff and public in order to minimize property damage, loss and liability exposure; performs inspections, repairs and preventive maintenance.

REPORTS TO: Building/Grounds & Shipping & Receiving Supervisor

FAIR LABOR STANDARDS ACT: Non-exempt

ESSENTIAL FUNCTIONS –Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs custodial and janitorial duties, including routine cleaning of sports and recreation facilities, disposes of trash, and bathroom and cafeteria sanitation in WPS facilities; duties may vary according to job assignment.
- Follows safety rules and WPS procedures to minimize risk accidents and liability exposure.
- Cleans facilities using manual and power equipment, maintains outdoor grounds and common areas; moves furniture and equipment; sets up and tears down equipment and facilities for special events and activities; performs minor maintenance tasks, including replacing light bulbs and changing filters.
- Cleans up spills and unsafe conditions in a timely manner and according to procedures.
- Reports safety hazards, equipment problems and emergency situations.
- Checks facilities and grounds for unsafe conditions; clears hazards and dangerous areas; reports safety conditions, security issues, and illegal activities; reports problems and property damage.
- Cross-trains in a variety of work methods, and the use and maintenance of equipment and tools; works with snow removal as needed,
- Supports the relationship between the Wahpeton Public School and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and District staff; maintains absolute confidentiality or work-related issues, client records and District information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND one year of maintenance experience; OR an equivalent combination of education, training and experience.

Knowledge of:

- WPS policies and procedures
- Materials and equipment used in cleaning and maintaining buildings, grounds and equipment.
- Safety rules and regulations, occupational hazards and safety precautions in public facilities.

Skill in:

- Operating and maintaining tools and equipment in a safe and effective manner.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining effective working relations with co-workers.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed indoors and outdoors at WPS facilities; requires constant physical efforts and ability to lift and move items weighing up to fifty pounds.

Revised: 3-8-19