

Custodian I (Day)

Purpose Statement

The job of Custodian I (Day) was established for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing and maintaining facilities for classroom activities and campus events.

This job reports to Lead Custodian

Essential Functions

- Arranges furniture and equipment (e.g. athletic events, meetings, concerts, plays, graduations. etc.) for the purpose of providing adequate preparations for special events.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Informs students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Maintains and utilizes emergency shut off locations (e.g. water, gas, electricity, etc.) for the purpose of reducing or eliminating property damage and/or risk of injury as needed.
- Monitors students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of responding to emergency situations and/or informing appropriate parties.
- Performs lunchroom activities (e.g. set-up, clean-up, hauling trash, mopping kitchen, etc.) for the purpose of ensuring students are fed and lunchroom area is maintained in a safe and sanitary condition.
- Performs a variety of landscaping activities (e.g. cleaning and trash removal on playground areas, filling in holes, mowing grass, trimming grass, cutting weeds, watering, planting, etc.) for the purpose of maintaining school grounds.
- Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, repairs desks and tables, change light bulbs, painting, etc.) for the purpose of ensuring proper functioning and usability of items.
- Performs summer maintenance (e.g. strip/wax floors, moves furniture, painting, etc.) for the purpose of completing and/or facilitating summer construction.
- Prepares site for daily operations (e.g. unlocking doors, checking systems (heating, cooling, lighting, emergency, etc.) opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Removes snow, ice, sand, debris, etc. from building areas as needed and/or assigned for the purpose of ensuring access and safety.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of assigned building(s).

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, hand and power tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; dependability; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 90% walking, and 5% standing. The job is performed under minimal temperature variations and in some hazardous conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Equivalency None Specified

Required Testing

None Specified

Certificates Licenses

Non Specified

Continuing Educ. / Training

Job specific training, ethical training, harassment training, etc.

Clearances

Criminal Justice Fingerprint/Background Clearance; TB Test

FLSA Status

Non Exempt

Approval Date

Salary Grade