

JOB TITLE:	Custodian Night	STATUS:	Non-Exempt
REPORTS TO:	Head Custodian	TERMS:	261 days
DEPARTMENT:	Maintenance/Operations	PAY GRADE:	301

PRIMARY PURPOSE:

Clean and maintain district facilities using routine procedures to maintain high standards of safety, cleanliness, and efficiency of building operations.

QUALIFICATIONS:

Special Skills/Knowledge:

Ability to read and understand instructions for cleaning and safety procedures.
Ability to follow instructions from direct supervisors
Ability to work flexible schedules and enjoy children and youth
Ability to do physical labor
Maintain neat appearance

Experience:

Experience in custodial work or the willingness to learn

MAJOR RESPONSIBILITIES AND DUTIES:

1. Required to work in any area of the building assigned. Occasionally required to work with a crew to accomplish certain tasks. This usually occurs on student holidays, during student vacation, or when other custodians are out.
2. Maintain a cleaning schedule that will include cleaning floors, dry erase/chalk boards, wastebaskets, windows, furniture, equipment, restrooms and replace all furniture in proper order after cleaning.
3. Maintain a continuous program of care of hard surface floors, mopping, applying finish and buffing.
4. Clean and disinfect drinking fountains, restroom lavatories, commodes, urinals, walls and floors. Fill all dispensers in restrooms.
5. Clean windows, ledges, doors, light fixtures and walls as needed.
6. Keep the school buildings and grounds including sidewalks, parking lots, and play areas neat and clean
7. Work around any meetings or special activities that may be in session during work hours.
8. Report maintenance problems to the head custodian so a repair request can be made.
9. Understand and use care precautions with district equipment as it relates to cleaning and storing of equipment.

10. Assist with inventory control measures for cleaning supplies and keep storerooms clean and orderly.
11. Make certain that lights in rooms are out, doors locked and building secure before clocking out.
12. Practice on-the-job safety. Correct unsafe conditions in the work area and/or promptly report any conditions to appropriate supervisor.
13. Assist with the cleaning of personal items in lounges/break rooms (example: dishes, cups, pots and pans, utensils, etc.) and other courtesy functions as requested.
14. Follow district policies and departmental procedures.
15. Accurate and consistent use of Time Clock Plus (TCP) and AESOP.
16. Perform other duties as assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, and weed eater.

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials; work on ladders and/or seizer lift; slippery or uneven walking surfaces; work irregular hours; work occasional prolonged hours

Mental Demands: Maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Signature

Date