

JOB DESCRIPTION
Puyallup School District
Custodial Salary Schedule
Level I

Custodian

Purpose Statement

The position of the "Custodian" is done for the purpose/s of maintaining an attractive, sanitary and safe facility; providing satisfactory arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

Essential Functions:

- **Arranges** facilities and furnishings for the purpose of providing satisfactory preparations for meetings, classroom activities and events
- **Cleans** facilities (i.e. buildings, equipment, furnishings, etc.) for the purpose of maintaining a sanitary, safe and attractive environment and prolonging the life of equipment and buildings
- **Maintains** facilities and grounds, equipment and furnishings for the purpose of supporting building activities and ensuring safe operating conditions according to scheduled site maintenance requirements
- **Operates** machinery (e.g. mechanical, electrical, gas, etc.) for the purpose of efficiently maintaining a sanitary, safe and attractive environment
- **Prepares** documents for the purpose of providing written support and/or conveying information
- **Reports** equipment malfunctions to supervisor for the purpose of maintaining equipment and building in safe, efficient working conditions.
- **Maintains** stock, equipment, supplies, etc., as needed for the purpose of ensuring proper, sanitary procedures and conditions.
- **Secures** facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work sites.
- **Transports** equipment, supplies, etc. to individual site locations for the purpose of maintaining availability of items and ensuring safe and efficient completion of jobs.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Assists** building principals with building evacuation or response action, as directed, for the purpose of ensuring safety of occupants during and after response action (e.g. fire alarm, hazardous spills, other emergencies).
- **Attends** meetings (e.g. staff, etc.) for the purpose of gathering and/or conveying information.

Essential Job Requirements – Qualifications:

Education Required: High School diploma or equivalent desirable

Experience Required: None Required

Skills, Knowledge and/or Abilities Required:

Skills to use cleaning agents; supplies and equipment; perform basic math to calculate accurate dilution of cleaning agents, use English in verbal and written form.

Knowledge of preventative maintenance for custodian equipment and school facilities; methods and use of cleaning materials, equipment, and supplies in educational and educational support facilities; safe work practices.

Abilities to stand for prolonged periods, follow oral and written instructions, adhere to safe work practices, work independently with minimal supervision, perform a variety of tasks, maintain attention to detail, maintain confidentiality, read and understand equipment manuals, adjust to flexible assignments often with short notice, communicate with students, staff and the public, and establish and maintain cooperative working relationships with coworkers, students, District staff and public. Significant physical abilities include lifting/carrying/pushing/pulling, stooping/kneeling/crouching/crawling, reaching/fingering/handling/grasping, ordinary hearing, near/far visual acuity/depth perception/visual accommodation.

Licenses, Certifications, Bonding, and/or Testing Required:

Valid Washington State Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance. Pre-employment physical required upon consideration for the position (no cost to applicant).

SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: Custodian

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present - Does not exist

O = Occasionally - Up to 1/3 of the time

F = Frequently - From 1/3 to 2/3 of the time

C = Constantly - 2/3 or more of the time

1. STRENGTH:

A. Standing	65%
Walking	30%
Sitting	5%

B. Lifting	C	50 lbs.
Carrying	C	50 lbs.
Pushing	F	50 lbs.
Pulling	F	50 lbs.

2. CLIMBING	O
BALANCING	O

3. STOOPING	F
KNEELING	F
CROUCHING	F
CRAWLING	NP

4. REACHING	C
HANDLING	C
FINGERING	O
FEELING	O

5. TALKING:	
Ordinary	F
Other	O
HEARING:	
Conversations	O
Other Sounds	O

6. SEEING	
Acuity, Near	F
Acuity, Far	F
Depth Perception	F
Accommodation	O
Color Vision	NP
Field of Vision	O

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: (1) 2 (3) (4) 5 (6)
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)
8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are boxes of supplies, hand truck, pallet jack, furniture, waste baskets, dumpsters, ladders, floor polishers, vacuums; stooping is trash, stocking shelves, sweeping, vacuuming; reaching/handling are vacuum, supplies, broom; visual acuity/depth perception is seeing where to clean, vandalism. talking/hearing other than conversation are over forklift noise and hearing potential hazards such as moving equipment; visual acuity are form, items on shelves, driving fork lift.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: Custodian

The following analysis represents evaluation of the surroundings in which the job is performed.

Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:

NP = Not Present in the Job Environment

S = Seldom - Under 5% of Work Day

O = Occasionally - Up to 1/3 Time

F = Frequently - From 1/3 to 2/3 Time

C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:

Inside 50% Outside 50%

2. EXTREME COLD NP

Comments Regarding "Extreme Cold" = Walk-in coolers, freezers

EXTREME HEAT NP

4. WET/HUMID O

Comments Regarding "Wet/Humid" = Cleaning floors, sinks, windows, dish machines

5. NOISE (IN DECIBELS) 120 decibels

VIBRATION O

Comments Regarding "Noise" = Electric cleaning equipment, Kitchen equipment, Pressure washer, Fork lift

Comments Regarding "Vibrations" = Electric cleaning equipment, Pressure Washer, Fork Lift

6. HAZARDS:

Mechanical S

Explosives NP

Electrical S

Radiant Energy NP

Burns S

Other Hazard/s S

Comments Regarding "Mechanical" = Cleaning equipment, ladders

Comments Regarding "Electrical" = Electric cleaning equipment around water

Comments Regarding "Burns" = Chemicals

Comments Regarding "Other Hazards" = Slips, trips, falls

7. ATMOSPHERIC CONDITIONS:

Fumes F

Mists NP

Odors F

Gases NP

Dusts F

Poor Ventilation S

Other Atmospheric Hazards NP

Comments Regarding "Fumes" = Cleaning solvents, wax strippers, Vehicles Exhaust

Comments Regarding "Odors" = Spray cleaners, Vehicle Exhaust

Comments Regarding “Dust” = Dust

8. PROTECTIVE CLOTHING - DEVICES: Rubber gloves, safety glasses, dust mask
9. E. C.SUMMARY: Inside/Outside Work 1 2 3 4 (5) 6 (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.