

**CLASSIFIED EMPLOYEES
SHAWNEE MISSION PUBLIC SCHOOLS
POSITION DESCRIPTION**

POSITION TITLE: Regular Custodian - Kitchen, High School

DIVISION: District Operations **DEPARTMENT:** Operations & Maintenance

DAYS SCHEDULED: 260 Days

REPORTS TO: Building Manager

I. GENERAL DESCRIPTION

Ensures a safe, clean, and aesthetically pleasing learning environment for District students, staff, and patrons. Performs routine housekeeping, building maintenance, and grounds maintenance. Assists with lunch preparation and clean-up by receiving and stocking food deliveries, emptying trash and recyclables, and cleaning/sanitizing kitchen. Must be able to work any shift and/or days, due to the event of inclement weather and/or emergency situations; however, position is assigned to first shift daily.

II. EXAMPLES OF DUTIES AND RESPONSIBILITIES

- A. Performs routine housekeeping and upkeep of facility, including skilled, routine maintenance and grounds work.
- B. Assists kitchen staff by receiving and stocking food deliveries, emptying trash and recyclables, cleaning/sanitizing kitchen, and lunchroom cleaning. Kitchen responsibilities account for four hours of normal shift.
- C. Preparation and clean-up of building and grounds for school and lease activities; including stadium events when applicable.
- D. Performs daily cleaning including, but not limited to, sweeping floors, vacuuming, washing window, restroom sanitization, emptying trash, dusting, filling dispensers, and buffing floors.
- E. Responsible for replacing light bulbs and lamps.
- F. Performs restorative cleaning when necessary, including but not limited to, carpet extraction and stripping/waxing.
- G. Other duties as assigned.

III. TRAINING, SKILLS, AND EXPERIENCE REQUIREMENTS

- A. At least two years experience in custodial, general maintenance, and/or grounds maintenance work.
- B. Ability to follow written and verbal instructions.
- C. Must be able to operate and maintain operations and maintenance equipment including, but not limited to, lawn mowers, snow blowers, scrubbers, all surface cleaning equipment, and any other equipment designated by the Custodial Supervisor.
- D. Must be able to climb, stoop and bend, and must be in good health and physical condition. Must be able to access remote areas of buildings, including unstable surfaces, and areas with construction debris; may need to be able to climb ladders and scaffolds, crawl through tunnels and other limited access areas. Must be able to stand for extended periods of time.

- E. Must be able to lift and carry 50 pounds of equipment and supplies.
- F. Must be able to operate backpack style vacuum (approx. 10 lbs.)
- G. Possess minimum maintenance skills concerning plumbing and electrical systems desirable.
- H. Should possess ability to safely mix and apply appropriate chemicals.

In addition, as an organization/community that reflects and appreciates diversity, bilingual communication skills are noted and valued.