

Job Description

Job Title: Custodian

Department: Classified

Prepared By: H. Sipe

Prepared Date: July 10, 2012

Summary: The Custodian maintains all assigned buildings in a clean, safe and sanitary condition so that the physical working conditions of students and staff contributes to the learning process.

Essential Duties and Responsibilities:

All or some of the following tasks may be required. Other duties may be assigned. In assigned space (District Office, Elementary School, Middle School, High School) complete the following:

- a. Sweep all floors, entrance steps and halls at least once daily.
- b. Sweep, damp mop, deodorize and sanitize all restrooms and locker rooms at least once daily.
- c. Replenish supplies at least once daily.
- d. Dust all areas at least once daily.
- e. Empty all trash at least once daily.
- f. Sweep and damp mop dining area at least once daily.
- g. Re-wax all floors three times per year (Summer Break, Winter Break, Spring Break).
- h. Wash all windows at least once per year.
- i. Vacuum all carpets at least once daily.
- j. Remove all smudges on walls, doors and windows at least once daily.
- k. Maintain security of all assigned buildings.
- l. Remove any graffiti immediately.
- m. Answer all radio messages immediately.
- n. Utilize the chain of command procedure when attempting to resolve problems or when seeking changes.
- o. Participate in appropriate professional development activities.
- p. Comply with all Board policies, administrative regulations and District procedures, as well as all state, federal and local laws and regulations.
- q. Check cubbie, board and e-mail for messages daily.
- r. Performs other duties as assigned by Maintenance Director or administration.

Qualifications:

- High School Diploma or equivalent is required. Qualified experience may be substituted.
- Must be at least 18 years of age.
- Must have working knowledge of school custodial duties.
- Must have exceptional personal integrity, maturity, collaborative skills and personal interest in working with students, staff, parents and the community.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, talk, see, hear, walk and sometimes sit. The employee is frequently required to squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb ladders. The employee will frequently bend or twist at the neck and trunk, more than the average person while performing the duties of this job.

While performing the duties of this job, the employee will frequently push or lift up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally, the employee will lift and/or push up to 90 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, and scrubbing machines. Specific vision requirements of this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will work near or with moving mechanical equipment. The employee may occasionally work with caustic chemicals such as petroleum products, degreasers and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level of the environment is moderate to loud. Work is predominately inside and generally provides protection from the weather but not necessarily from temperature changes. Some outside duties are required. Occasionally required to ascend or descend stairs or similar uneven surfaces. May be exposed to communicable diseases and blood-borne pathogens.

Reports To:

The Custodian will report to the Maintenance Director.

Terms of Employment:

Salary and work year as determined by the administration and in accordance with Board policy, individual work agreements and the collective bargaining agreement.

Note: This is not necessarily an exhaustive or all inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Please Sign Electronically at:

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