

CUSTODIAN

Grade 6

Purpose Statement

The job of Custodian I (Custodian) is done for the purpose/s of providing custodial services at assigned site, under the general supervision of the Custodial Supervisor, with directions from the site Principal and Head Custodian; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

This job reports to Custodial Supervisor/Site Principal

Essential Functions

- Arranges site rooms (e.g., special event/meeting needs for furniture and equipment, etc.) for the purpose of providing needed scheduled room arrangement.
- Assists in restoration of buildings and grounds (e.g., maintenance, minor repair, during summer, etc.) for the purpose of ensuring optimal site cleanliness, attractiveness, operational condition.
- Cleans assigned facilities and/or grounds (e.g., classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Monitors students and staff in and around work areas (e.g., halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Participates in meetings, workshops, trainings and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs summer maintenance (e.g., strip/wax floors, moves furniture, painting, etc.) for the purpose of completing and/or facilitating summer construction.
- Performs minor repairs as time permits for the purpose of ensuring safety and cleanliness of the site.
- Prepares site for daily operations (e.g., opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- 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.
- Secures facilities and grounds (e.g., doors, gates, alarms, lights, etc.) for the purpose of minimizing

property damage, equipment loss and/or potential liability.

- Supports other site maintenance staff (e.g., grounds, trades, etc.) for the purpose of completing site custodial activities.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally 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, common tools, etc.; adhering to safety practices; and communicating effectively.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures; and District rules and regulations.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of 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 types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is 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; 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; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. 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 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education (Minimum): High school diploma or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

FLSA Status

Non-Exempt

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.