



JOB DESCRIPTION

Position:	CUSTODIAN
Reports to:	Facilities Director
Term:	Year round
Hours/day:	8 hrs/day, 5 days/wk, 260 days/year; Evening hours, 2:30 PM – 11:00 PM
Exemption Status:	Non-Exempt
Union Affiliation:	Public School Employees
Wage:	Classified Salary Schedule – Lane 5
Benefits:	Medical, Dental, Vision, Retirement

Position Summary:

As Custodian, you will perform vital work maintaining the highest standards of safe, clean and esthetically pleasing physical environments for school pupils and staff.

Essential Job Functions:

Depending upon individual assignment, the Custodian performs all or some combination of the following duties:

- Opens building in the morning; turns on lights; raises flag.
- Empties trash containers and pencil sharpeners; cleans chalk trays. Wipes spills; straightens chairs and tables. Empties accumulated trash from building or grounds into central bins.
- Sweeps, dry mops and wet mops linoleum and tile floors in rooms, hallways, kitchen and cafeteria; vacuums carpeted areas. Sweeps outdoor walkways.
- Cleans restrooms; sweeps and mops floors; empties trash. Washes mirrors and walls as needed. Scrubs and sanitizes sinks; toilets and urinals. Replaces supplies such as toilet paper and soap in dispensers.
- Picks up litter and clothes in gymnasium locker rooms; sweeps and mops locker room gym floors.
- Sweeps floors in foyer, stairwells and other areas as needed; sweeps bleachers after athletic events. Washes windows in foyer and other areas.
- Ensures that building and/or assigned area are secure during shift; unauthorized persons to leave school property. Locks doors; checks and locks windows. Takes appropriate action to report fires and other emergencies. Alarms security system at the end of every shift.
- Directs visitors through school building or unlocks rooms for authorized persons. Monitors student behavior in building if students are present on the shift; notes inappropriate behavior and writes discipline slips.
- Maintains a copy of building use calendar; reschedules or resolves building use issues if conflicts exist. Notifies appropriate parties. Answers questions concerning the schedule.
- Sets up lunchroom tables and chairs; cleans and puts away tables after lunch and stacks chairs. Sweeps and mops lunch and kitchen area; picks up litter.
- Communicates with staff and students during shift; responds to requests for repair, moving of furniture or supplies, or cleanup. Sets up tables, chairs and stage equipment for special events.

- Repairs doors, tapes broken windows, replaces light bulbs, and paints surfaces. Operates stripping, buffing and polishing equipment to clean floors. Operates shampooing equipment to deep clean carpets.
- Provides direction to assistant custodians as needed; communicates with other custodians concerning priorities or specific items needing attention.
- Responds to building emergencies and takes appropriate action. Provides backup assistance to building engineer during absence.
- Operates blower to clear leaves from sidewalks or parking lots. Turns water sprinklers on and off. Prepares play fields for athletic events; lays chalk lines.
- Mows lawns, maintains gardens and shrubbery, and building landscapes as directed by the building engineer, principal, or director of facilities.
- Assigns tasks to student helpers who have been assigned detention duty, or workers from community agencies. Provides instructions; monitors and reviews work.
- Performs related duties as assigned consistent with the intent and scope of the position

Minimum Qualifications:

Knowledge, Skills and Abilities

- Knowledge of building cleaning and maintenance procedures and methods.
- Knowledge of cleaning chemical use.
- General knowledge of heating, cooling and electrical systems.
- Skill in use of maintenance equipment.
- Punctual: able to report to shifts on time and to maintain a good attendance record.
- Strong sense of urgency with the ability to respond appropriately to emergencies.
- Ability to establish and maintain positive relationships with staff and students.
- Ability to appropriately prioritize and organize tasks.
- Ability to lift up to 50 pounds on a regular basis.
- Ability to learn safety and sanitation regulations.
- Ability to follow written, verbal and electronic instructions.
- Ability to make accurate arithmetic calculations.
- Ability to maintain accurate records.
- Ability to meet deadlines.
- Ability to use a computer and learn new software applications, as needed.

Education and Experience

- High school graduation or equivalent
- Demonstrated skills in reading, writing and communication
- Training in building maintenance preferred
- One year of custodial experience

Licenses / Special Requirements

- Valid Washington State driver's license.
- Complete mandatory online safety training within 30 days of hire.
- Requires fingerprinting and criminal record check for felonies and child abuse.

Work Conditions:

Requires dexterity, precision and accuracy; confined to work area; required to stand for prolonged periods. Required to clean and sanitize equipment and supplies. Required to lift and carry heavy bulk supplies; required to wear protective clothing. Required to work with sharp utensils, equipment with moving parts and around hot burners

and ovens; requires safety awareness. Exposed to hazardous chemicals requiring special handling. Required to complete online trainings. Required to meet deadlines.

Physical Requirements Include:

Continuous (2/3 to all the time, possibly the full day): Talking, Hearing, Seeing, Handling, Fingering, Grasping.

- Frequent (1/3 to 2/3 of the time or up to 6+ hours of an eight-hour day): Standing, Walking, Bending, Stooping, Crouching, Squatting, Reaching
- Occasional (1/12 to 1/3 of the time or up to 2 ½ hours of an eight hour day): Sitting, Lifting, Carrying up to 50 pounds, Turning, Twisting, Kneeling
- Rare (0 to 1/12 of the time, 40 minutes of an eight hour day): Climbing, Balancing, Pushing, Pulling
- Not Present: Jumping, Crawling

Reports to:

Reports to Facilities Director. Takes direction from Building Administrators and Building Engineer.

Conditions:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Classification History:

Created July, 2017