

Custodian

Qualifications:

Required: High school diploma or GED. The ability to perform the essential job functions, to take directions, maintain positive relationships and exhibit good grooming and dress. Desire to continue career improvement by enhancing skills and job performance. Must be physically able to perform the job. Able to lift fifty (50) pounds or more. Able to work in cold and hot temperatures. Must have considerable practical experience in all areas of their responsibility. Must have and maintain a valid driver's license and clean driving record.

FLSA: Non-Exempt

Salary Schedule: Per Approved Salary Schedule

Direct Report: Assigned Supervisor

Terms of Employment: 12 Month

Purpose: The custodial staff is responsible for maintaining a clean, sanitized and attractive learning environment.

Essential Job Functions:

- Attend work in regular, reliable and punctual manner.
- Interpret instructions in written documentation or given orally such as safety rules, operating and maintenance instructions and procedural manuals in English.
- Perform major cleaning tasks such as, but not limited, vacuuming, wet-mopping, sweeping, dusting, emptying trash, recycle material and pencil sharpeners, cleaning chalkboards or whiteboards, and disinfecting drinking fountains and surfaces.
- Clean all indoor facilities including floors, walls, windows and surfaces in all rooms and hallways.
- Clean restrooms, including floors and all fixtures (i.e., urinals, toilets, sinks, mirrors, partitions, and counters) ensure restrooms are hygienic.
- Restock disposable items such as soap, paper towels, etc.
- Use cleaning materials and techniques as directed.
- Perform ongoing tasks such as filling dispensers, and setting up facilities for student and adult use.
- Assist in major clean-up in summer, such as washing desks and chairs, washing down walls, stripping and waxing floors.
- Ability to work to implement the vision and mission of the district.
- Keeps equipment in good operating condition.
- Performs other duties as directed by the Director of Maintenance and/or his appointed representative.

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.

EOE