

## **TITLE: NIGHT SHIFT CUSTODIAN**

### **QUALIFICATIONS**

1. High school diploma or General Education Degree
2. Valid driver's license and excellent driving record
3. Minimum experience as determined by the Board in plant operation and maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials
4. Familiar with material safety data sheets and asbestos abatement documents
5. Ability to respond to a wide variety of institutional situations and emergencies at any time, including fire alarms, sprinkler activation, heat, plumbing, electrical, access, elevator, transportation, refrigeration and safety problems that arise
6. Knowledge of federal and state law, administrative rules, and Board policy pertaining to fire and safety
7. Supervisory ability
8. Ability to pass a physical agility test being able to lift up to 90 lbs.
9. Ability to perform long periods of standing; walking; climbing; bending; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders
10. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools
11. Ability and willingness to do general cleaning and minor repairs
12. Self-motivated
13. Works well under pressure and deadlines
14. Works well with students and staff
15. Excellent interpersonal, communication, and organizational skills
16. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO**

Maintenance Supervisor

### **JOB SUMMARY**

To oversee the custodial operations of school facilities and ensure a safe, clean, and comfortable school environment. To carry out administrative tasks required to maintain and operate the plant to the required standards.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Duties

1. Communicate information and needed repairs to day shift staff for further follow up or repair

### Classrooms (Daily)

1. Climb ladders of all kinds including vertical and step to change out light bulbs, clean and paint, etc.
2. Operate commercial carpet cleaner
3. Lift/pull 30 lb. desks x 25 in each classroom
4. Overhead reach, bending, crawling for cleaning and other level work
5. Sweep and mop classrooms with linoleum, clean light switches, door handles, and glass
6. Wipe down shelf units in classrooms (weekly)
7. Wipe down area where garbage can is

### Bathrooms (Daily)

1. Reach up to 6 feet for cleaning partitions overhead
2. Squatting, low level work, crouching for cleaning stools, urinals, sinks, etc.
3. Sweep floor, wipe down mirrors, sinks, and stalls. Clean toilets making sure to clean all parts of the toilet
4. Mop
5. Empty trash
6. Clean sinks and areas around them (weekly)

### Common Areas and Large Areas (Daily)

1. Operate Zamboni for cleaning/mopping in Elementary and Middle schools
2. Operate manual cleaner for High school
3. Sweep/vacuum halls
4. Empty trash
5. Clean hallway door handles and door glass
6. Vacuum set rooms/office area, clean door handles and door glass. In office clean all counters, table tops and shelf units.
7. Clean library and outside windows
8. Foyer areas which include vacuuming and cleaning glass both inside and out
9. Sweep and mop edging in halls (weekly)
10. Operate man-lift in gym areas and in other areas with taller ceilings
11. Clean hallway walls and fronts of lockers (monthly)
12. Clean marks from classroom walls (as needed)

### Maintenance Emergencies

1. Respond to emergencies such as lock problems, core changes, elevator malfunctions, floods, sewage back-ups, and urgent cleanup of substances such as bodily fluids or broken glass. Inform supervisor
2. Use a cell-phone or two-way radio to communicate with other staff and emergency personnel to provide information regarding the incident
3. Call in and assist maintenance experts, such as plumbers, roofers, etc., during emergency situations
4. Remain on school premises for entire shift
5. Be on-call and available for maintenance emergencies

### Inspecting Facilities and Readyng them for Use

1. Provide service during evening and night hours
2. Close the building each day and determine, before leaving, that all doors and windows are secured, and all appropriate lights are turned off
3. Set security alarms
4. Check daily to ensure that all exit doors are open and all panic bolts are working properly
5. Move furniture or equipment within the building as required for various activities and as directed
6. Complete job orders as assigned

### Other Building Maintenance

1. Clean classrooms, offices, the library, and the faculty room daily including dust mopping, vacuuming, dusting, and emptying waste baskets in these areas
2. Clean corridors after each school day
3. Clean and sanitize bathroom and locker room fixtures and floors daily, and replenish paper and soap supplies as needed
4. Clean and sanitize all fixtures including telephones, door handles, and drinking fountains daily
5. Clean cafeteria dining areas
6. Clean all windows on both the inside and outside as scheduled
7. Take out trash and recyclables
8. Identify maintenance problems, and report it to the maintenance supervisor
9. Perform minor emergency repairs
10. Keep maintenance closets in a clean and tidy condition
11. Use supplies and chemicals properly and safely according to instructions on the labels of the manufacturer's containers
12. If call in to take leave, communicate with day custodian and supervisor

### Grounds Maintenance

1. Keep the building premises, including sidewalks, driveways, and play areas neat and clean at all times
2. Shovel, plow, salt, and sweep sidewalks, steps, driveways, and parking areas as necessary
3. Perform grounds-keeping chores including grasscutting, tree trimming, leaf raking, and removal of litter
4. Perform summer work to include such tasks as cleaning and painting
5. Snow removal, subject to call in

### Other

1. Obey all building codes, federal and state law, administrative rules, and Board policy pertaining to plant operation and fire, safety, and the environment
2. Comply with all federal and state law, administrative rules, and Board policy for the storage and disposal of recyclables, trash, waste, and debris
3. Maintain and prepare work related records and reports as directed

4. Keep an inventory of supplies and equipment and inform the maintenance and grounds supervisor of replacements in advance of need
5. May be required to wear a standard uniform selected by the district for security purposes
6. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
7. Seek assistance as needed should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

**EVALUATION**

Performance of this position will be evaluated annually by the maintenance/grounds supervisor and/or building principal in conformance with federal and state law, administrative rules, and Board policy.

**TERMS OF EMPLOYMENT**

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

*NOTE*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512 I.C. § 33-1210	Governance of Schools Information on Past Job Performance
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Printed Name

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Date

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Signature