

**KNAPPA SCHOOL DISTRICT  
JOB DESCRIPTIONS**

**JOB TITLE/ASSIGNMENT**

JOB TITLE: Custodian  
LOCATION: District Office  
REPORTS TO: Maintenance Director  
SUPERVISES: n/a  
FLSA STATUS: Non-Exempt  
EMPLOYMENT STATUS: Regular

**JOB SUMMARY**

To provide routine cleaning and maintenance to district facilities

**RESPONSIBILITIES/DUTIES**

**ESSENTIAL JOB FUNCTIONS**

1. Keep building(s) and property cleaned and in orderly condition.
2. Performs heavy cleaning duties.
3. Sweeps, mops, scrubs, and vacuums floors
4. Gathers and empties trash.
5. Scrubs, sanitizes, and supplies restroom facilities.
6. Strips or spray cleans, waxes, buffs tile floors and shampoos rugs as needed.
7. Secures building, as required.
8. Other duties as assigned.
9. Has consistent, daily and punctual attendance.

**OTHER REQUIREMENTS**

1. Consistently follow all applicable federal and state laws and all district policies, work rules and supervisor directions.
2. Perform other duties as assigned.
3. Observe proper lifting techniques and other strategies to avoid accidents and personal injury while performing job duties.

**QUALIFICATIONS**

- High School Diploma or GED

- Valid Oregon Driver's License.
- Demonstrated comprehensive knowledge of federal and state requirements governing hazardous materials and chemicals including their safe handling and storage and, when required, their safe containment, removal and disposal.
- Demonstrated flexibility in working with a wide variety of people with varied backgrounds and competing objectives.
- Demonstrated skill in task organization, assigning tasks and project priorities, and general project management.
- Demonstrated attention to detail.
- Demonstrated skill in effective and appropriate verbal and written communications for a wide variety of recipients and in a wide variety of settings.
- Demonstrated ability to effectively present information and respond effectively to questions, in one-on-one and small group settings, to students, staff and parents.
- Demonstrated ability to quickly and effectively solve problems individually and in a group or team setting.
- Demonstrated ability to write routine reports and correspondence.
- Demonstrated ability to carry out instructions furnished in written, oral, schedule or diagram form.
- Demonstrated knowledge of computer use and ability to use e-mail and internet software, and proficiently use Google "G" Suite.
- Demonstrated ability to type accurately and proficiently.

## 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 this 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 regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands and fingers for fine manipulation, handle or feel and reach with hands and arms and move around inside and outside of buildings. The employee is occasionally required to push, pull, bend, stoop, kneel, crawl, or crouch. The employee must regularly lift and/or move up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment includes all district buildings and facilities and district grounds including athletic fields. The noise level in the work environment is usually low to moderate, but occasionally high, depending upon the location, the student population and current activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions, including seasonal heat and cold. The employee may be exposed to bloodborne pathogens.

### ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED. THE DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL FUNCTION AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE OR GUARRANTEE ANY SPECIFIC TERMS OR CONDITIONS OF EMPLOYMENT.

I have read this job description and understand its requirements.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

