

TITLE: DAY SHIFT CUSTODIAN

QUALIFICATIONS

1. High school diploma or General Education Degree
2. 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
3. Is familiar with material safety data sheets and asbestos abatement documents
4. Ability to perform long periods of standing; walking; climbing; 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
5. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools
6. Ability and willingness to do general cleaning and minor repairs
7. Self-motivated
8. Works well under pressure and deadlines
9. Works well with students and staff
10. Excellent interpersonal, communication, and organizational skills
11. Maintain confidentiality of staff and students
12. Ability to pass a physical agility test being able to lift up to 90 lbs.

PRIMARY RESPONSIBILITY TO Maintenance Supervisor

JOB SUMMARY

To provide students and staff with safe, clean, and comfortable school environment.

MAJOR DUTIES AND RESPONSIBILITIES

Inspecting Facilities and Readyng them for Use

1. Open and close the building each day and determine, before leaving, that all doors and windows are secured, and all appropriate lights are turned off
2. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy
3. Conduct an ongoing program of general and preventative maintenance, upkeep, and repair, making minor repairs and reporting major repair needs, unsafe situation, vandalism, or other damage to school property promptly to the maintenance and grounds supervisor or night shift head custodian
4. Move furniture or equipment within the building as required for various activities and as directed

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

Lunchroom (Daily)

1. Wash/fold up 75 lb. tables
2. Sweep/mop floors
3. Help with lunch
4. Empty trash

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

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 windows inside/hallside
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)

Other Building Maintenance

1. Clean classrooms, offices, the library, and the faculty room daily including sweeping/mopping, vacuuming, dusting, and emptying waste baskets in these areas
2. Clean corridors after each school day, and during the day when their condition requires it

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 the cafeteria dining areas after use
6. Clean all windows on both the inside and outside as scheduled
7. Identify maintenance problems and report larger problems to the appropriate person in a timely manner
8. Keep maintenance closets in a clean and tidy condition
9. Use supplies and chemicals properly and safely according to instructions on the labels of the manufacturer's containers
10. If call in to take leave, communicate with night shift 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. Display the U.S. flag during school hours on days when school is in session
4. Perform grounds-keeping chores including grasscutting, tree trimming, leaf raking, and removal of litter
5. Perform summer work to include such tasks as cleaning and painting
6. Snow removal, subject to call in

Other

1. Communicate information and needed repairs to staff working the following shift for further follow up or repair
2. Obey all federal and state law, administrative rules, and Board policy pertaining to plant operation, fire, safety, and environment
3. Comply with all federal and state law, administrative rules, and Board policy pertaining to the storage and disposal of recyclables, trash, waste, and debris
4. Maintain and prepare work related records and reports as directed
5. Inform the maintenance supervisor of replacements in advance of need
6. Keep maintenance closets in a clean and tidy condition
7. May be required to wear a standard uniform selected by the district for security purposes
8. Remain on school premises for entire shift
9. Keep an inventory of supplies and equipment and inform the maintenance supervisor
10. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
11. Seek assistance should emergencies arise
12. Represent the school district in a positive manner
13. Know and follow school district policy and chain of command
14. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the maintenance and 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 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance

Printed Name

Date

Signature