

Washington West Supervisory Union Job Description

JOB TITLE: Custodian
FLSA STATUS: Non-Exempt
UPDATED: FY 2014

POSITION OBJECTIVES: To clean and perform routine housekeeping and maintenance of District buildings to provide a safe learning environment for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Clean floors: vacuum, sweep, dust mop, wash, strip, wax, and buff.
- Wash and clean windows, walls, chalkboards, trashcans, water fountains, and sinks.
- Dust furniture, fixtures, wood work.
- Install and maintain bulletin boards and displays, and repair boards, artwork, frames, and displays.
- Provide set up and break down of cafeteria, gymnasium, auditorium, or other spaces for special events.
- Empty trash receptacles and pick up litter in and around buildings.
- Unload materials from delivery trucks.
- Provide routine grass trimming and leaf raking near building entrances.
- Monitor bicycle and vehicular traffic in the parking lot areas when necessary.
- Clean and stock bathrooms, change and clean shower curtains.
- Repair/replace ceiling tiles.
- Clean windows; clean and repair window coverings.
- Repair plumbing fixtures.
- Replace light bulbs and change clocks.
- Move furniture.
- Do routine maintenance of electrical, heating and ventilating vents and fixtures (i.e. changing filters and the like), locks (i.e. oiling) and lockers.
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities. Reports known safety hazards in the school to supervisor.
- Available to support students and staff during evacuation drills and emergencies.

SUPERVISION RECEIVED: Reports to and receives administrative supervision from the Director of Maintenance. Evaluated by the Director of Maintenance. Receives daily work assignments from the Director of Maintenance. Direct technical supervision and direction received from the Director of Maintenance or building principal. Supervised by and receives direction from the Director of Maintenance and the Director of Facilities.

SUPERVISORY RESPONSIBILITIES: No formal supervisory duties. May train, assist and occasionally direct junior co-workers, but generally works along with those persons.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. High school degree, or equivalent, plus 1 to 2 years of relevant experience preferred, or a combination of education and experience from which comparable knowledge and skills are acquired. Commercial cleaning experience preferred. Experience waxing

and stripping floors, and using a scrubber, floor buffer, commercial vacuum and other floor machines also preferred. Knowledge and skill related to routine housekeeping and maintenance work required.

- Language Skills. Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- Math Skills. Good basic mathematical skills including ability to perform operations using units of weight measurement, volume and distance.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty and staff, administrators, parents, and other school visitors. Ability to work cooperatively, collaboratively and effectively with peers, supervisors, and school administrators. Ability to effectively resolve conflicts.
- Reliable transportation to work.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; and talk or hear. The employee must occasionally lift up to 60 pounds and move heavy gymnasium/cafeteria equipment (i.e. bleachers, tables, and the like). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS: While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles (including dirt and dust). The employee is frequently exposed to toxic or caustic chemicals; and vibration. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; risk of electrical shock. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.