

TITLE: 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

PRIMARY RESPONSIBILITY TO Maintenance/Grounds 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. Operate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity
4. 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
5. Move furniture or equipment within the building as required for various activities and as directed

Other Building Maintenance

1. Clean classrooms, offices, the library, and the faculty room as determined by cleaning rotation including dust 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 as determined by cleaning rotation, and replenish paper and soap supplies as needed
4. Clean and sanitize all fixtures including telephones, door handles, and drinking fountains as determined by cleaning rotation.
5. Clean all windows on both the inside and outside as scheduled
6. Identify maintenance problems and report larger problems to the appropriate person in a timely manner
7. Keep maintenance closets in a clean and tidy condition
8. Use supplies and chemicals properly and safely according to instructions on the labels of the manufacturer's containers

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. Keep maintenance closets in a clean and tidy condition
6. May be required to wear a standard uniform selected by the district for security purposes
7. Remain on school premises for entire shift
8. Keep an inventory of supplies and equipment and inform the maintenance and grounds supervisor or night shift head custodian of replacements in advance of need
9. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at in-services as determined by supervisors
10. Seek assistance should emergencies arise
11. Represent the school district in a positive manner
12. Know and follow school district policy and chain of command
13. 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