

# Custodian I

**FLSA Status:** Non-Exempt

**Created:**

Last Revised: 12/18/15

**DEFINITION:** Under general supervision, performs a variety of custodial and routine maintenance tasks involving the cleaning, maintenance, and repair of facilities, walkways, equipment, and adjoining premises. Performs related duties as required up to the duties of Custodial II

During school year, positions may be assigned to early morning, morning, afternoon, evening or night shifts as per site administrator's request.

**RESPONSIBLE TO:** Site Administrator

**TERMS OF EMPLOYMENT:** 9 month, 10 month or 12 month

**PAY RATE:** Refer to the Classified Personnel Salary Schedule

## **ESSENTIAL FUNCTIONS:**

1. Follows established procedures or verbal instructions, selects the proper chemicals and supplies to effectively and safely clean and disinfect hallways, stairways, offices, meeting and other rooms, auditoriums, restrooms, drinking fountains, benches, etc.
2. Dusts, sweeps, mops, vacuums, and polishes surfaces and floors.
3. Operates floor cleaning machines, buffers, and carpet cleaning machines.
4. Performs special cleaning tasks such as disinfecting contaminated or frequently used areas.
5. Moves furniture, equipment, and other items such as files, partitions, supply boxes, displays, storage containers, etc.
6. Empties and cleans waste containers; transports waste materials to appropriate containers.
7. Ensures that appropriate supplies such as toilet paper, paper towels, soap, and related items are available to users. Maintains proper inventory of cleaning materials and supplies at assigned work stations.
8. On a daily basis, as well as after various public functions, checks windows, doors, and office equipment to ensure they are secured and/or turned off.
9. Maintains outside areas adjacent to the facility in a safe condition by removing snow and other debris, sweeping, and hosing down areas.
10. Performs routine maintenance in the building such as touch-up painting, replacing light bulbs, hanging and removing pictures, repairing and/or installing shelves and other fixtures, patching cracks or small holes in walls, repairing/replacing stair treads, and related activities.
11. Reports damage, malfunctions, hazards, or irregularities of buildings and equipment to supervisor.

12. Performs minor repairs such as replacing lights, using plunger, replacing faucet washers, painting small rooms or trim, removing and/or tagging broken furniture.
13. Checks and maintains air filters, emergency lights, exit signs, fire extinguishers.
14. Maintains records (including MSDS) and inventories of supplies and equipment. Provides requisitions to principal (s) for ordering custodial supplies.
15. Meets with principals and staff as directed. Reports behaviors or conditions on school grounds that would be of concern to the principal.
16. Participates in intensive cleaning and restoration of District buildings during summer vacations and other periods; washes, removes and stacks furniture; washes walls and woodwork; paints interior walls; strips floors using power equipment; and seals and waxes floors.
17. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
18. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).
19. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.

#### **QUALIFICATIONS FOR EMPLOYMENT:**

##### *Knowledge of:*

- Equipment, materials, and supplies used in cleaning, disinfecting, and maintaining facilities;
- Safe and proper methods of using/mixing chemicals, solvents, and other potentially hazardous materials;
- District policies, procedures, and practices related to custodial services;
- Cleaning and disinfecting procedures;
- Appropriate tools or equipment for cleaning specific areas, or performing routine maintenance tasks; and
- Knowledge of requirements for maintaining a school facility in a safe, clean, and orderly condition.

##### *Skill to:*

- Follow established procedures; and
- Follow written and oral instructions; and
- Basic arithmetic sufficient to perform job duties successfully.

##### *Ability to:*

- Use cleaning equipment and tools properly and safely;
- Operate small hand and power tools properly and safely;
- Operate electric floor cleaning and maintenance equipment properly and safely;
- Perform snow and trash removal; and
- Communicate courteously with others.

***Required Certifications and Licenses:***

High school diploma or equivalent

Valid Nevada Driver's License

Pass State and Federal criminal background check

***Experience and Training:***

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Education level sufficient to have acquired basic math skills, reading and comprehension skills, and the ability to understand spoken instructions and to communicate verbally.

***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength and stamina to stand, walk, and climb stairs and ladders; stamina and flexibility to stoop, squat, bend, kneel, crouch, and crawl; strength, dexterity, and stamina to use hands and arms to reach, grasp, and open containers, to operate hand and power tools, to operate floor cleaning, polishing, and other equipment; ability to periodically work in confined spaces; frequent moving or lifting of objects weighing up to 40 pounds and occasional moving of objects weighing up to 75 pounds. Climb and work from ladders. Ability to appropriately handle stress and interact with others, including supervisors, co workers, clients, and customers. Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions:

Most of the work is performed indoors, but some outside work is required. Incumbents are exposed to moderately disagreeable working conditions to include dust, dirt, odors, fumes, heat and cold due to outside weather conditions, and to unsanitary conditions such as those found in restrooms.

***Evaluations:*** Position(s) will be evaluated on a yearly basis by the site administrator.

**An Affirmative Action/ Equal Opportunity Employer:**

The Lincoln County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 728-8000

***Employee's Acknowledgment:*** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_