

TITLE: Custodian I

QUALIFICATIONS:

- High School Diploma or equivalent.
- Ability to read basic operating instructions and write reports.
- Demonstrated aptitude for successful completion of the tasks assigned.
- Such alternatives to the above as the Superintendent may find appropriate and acceptable.

REPORTS TO: Building Principal, Head Custodian

JOB GOAL: Performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure that municipal buildings and facilities are maintained in a healthy, safe and sanitary manner.

ESSENTIAL DUTIES:

- Sweeps, mops, strips, waxes, and seals floors.
- Vacuums and removes stains from rugs and carpets.
- Dusts, washes, and polishes furniture and woodwork.
- Empties and cleans waste receptacles, including trash barrels.
- Cleans restrooms, locker rooms, and showers.
- Washes windows and walls, polishes metalwork and cleans chalkboards and/or dry boards.
- Moves and arranges furniture and equipment in preparing multipurpose rooms or classrooms for special events or meetings.
- Replaces light bulbs, lighting tubes.
- Cleans window coverings, such as drapes and blinds.
- Picks up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities.
- Sweeps concrete surfaces adjacent to the school buildings.
- Performs emergency cleanup service resulting from breakage, vandalism, spilling, and illness.
- May post and recover flags, and lock and unlock gates and doors, and set security systems.
- Assists in receiving and distributing supplies and equipment.
- Perform minor maintenance tasks in keeping assigned areas safe and operational.
- May perform routine ground maintenance functions: ie sprinkler repair, edging, trim trees and bushes, lawn mowing, weed control etc.
- Assists in reporting and preventing facility vandalism.
- Snow and ice removal as needed.
- Assist or complete any reasonable request from staff members.
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Be on call.
- Other duties as assigned.

PHYSICAL DEMANDS: Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, crawling tunnels to repair steam traps, repair steam leaks and will involve walking or standing for extended periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials

and objects are important aspects of this job. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

TERMS OF EMPLOYMENT: The employment period shall be for twelve (12) months with vacations as specified in District Policy. Salary determined by the current district salary schedule.

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are made available to the employee on the school district website: www.cassiaschools.org.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board’s policy on evaluation of nonprofessional personnel.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

EMPLOYEE ACKNOWLEDGEMENT: I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

Employee Signature

Date

May 30, 2014
April 3, 2015