

Custodian

Reports to: Facilities Manager

Evaluated by: Facilities Manager

Job Goal:

- 1) To provide the students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play and develop. To perform routine cleaning work in school buildings as directed by the Facilities Manager or designee.
- 2) Supports the District Mission and Strategic Plan.

Essential Requirements: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability needed for the position.

1. High School Diploma or equivalent as required by OAR 581-37-030, Oregon Department of Education (some experience in school custodial work preferred)
2. 18 years of age or older.
3. Ability to work harmoniously with others and to communicate effectively (both orally and in writing with students, parents, and teachers.
4. Ability to understand and follow oral and written instructions.
5. Ability to make minor repairs.
6. Ability to use cleaning materials and equipment with skill, efficiency, and safety.
7. Knowledge of cleansing methods and the use, care and safety of cleaning materials and equipment.
8. Knowledge of requirements for maintaining school buildings in a safe, clean, and orderly condition.
9. Knowledge of the operation of a heating plant and equipment.
10. Familiar with handling and disposal of hazardous materials.
11. Perform physical requirements which may include:
 - a. Requires moderate to extensive degree of physical stamina and frequent lifting up to 50 lbs. And occasional lifting up to 100 lbs.
 - b. Ability to lift and move furniture, desks, shelving, staging, and cleaning supplies.
 - c. Requires ability to operate buffers, scrubbers, vacuum cleaners, lawn mowers and other equipment.

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- d. Requires ability to climb ladders stretch and bend to perform cleaning, repairs, painting, cleaning roof, gutters, and drains.
 - e. Ability to walk to various locations within the school building and the grounds.
 - f. Ability to work primarily in a standing position.
 - g. Possible exposure to bodily fluids in cleaning due to student injury or illness.
12. Day custodian – ability to work primarily during the daytime hours.
 13. Night custodian – ability to work primarily during the evening hours when school is in session and change to daytime hours at other times of the year.
 14. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

Essential Duties and Responsibilities:

Include the following; other duties may also be assigned.

1. Cleans areas of the school as assigned. (i.e. classrooms, halls, offices, rest rooms, cafeteria, kitchen, gymnasium, etc.), vacuum, mop, buff floors, wash windows, clean chalk/white boards, dust, paint, replace light bulbs, make minor repairs, etc.
2. Sweeps walks and entrances and picks up debris on the grounds.
3. Washes, scrubs, disinfects rest rooms daily, and cleans all sanitary fixtures, door panels, and drinking fountains daily.
4. Cleans up spills, picks up trash, responds to special requests for custodial services from faculty members with supervisor approval.
5. Sets up, takes down, and moves furniture, shelving and partitions as assigned.
6. Reports safety, sanitary, and fire hazards to the proper authority.
7. Assists, when directed, other personnel for the purpose of supporting them in the completion of their work activities.
8. Cleans and polishes any metal works such as hand railings.
9. Locks doors and windows, turning out lights and secures building as assigned.
10. Requisitions custodial supplies and equipment as directed, assists in maintaining an inventory of supplies and equipment.
11. Checks daily to ensure that all exit doors are open and all panic bars are working properly during the hours of building occupancy.

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12. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
13. Participates in maintenance of buildings as assigned.
14. Assists in greeting and directing visitors to the appropriate person and location.
15. Participates in complete cleaning and routine maintenance of buildings during the extended breaks.
16. Participates in inservice programs as assigned.
17. Performs such other tasks as may seem to be appropriate to the Board or Administration.

Certificates, Licenses, Registrations, Bonding, and/or testing required:

1. Possess and maintain a valid First Aid card.
2. Criminal Justice Fingerprint clearance.
3. Valid Oregon Driver's License (preferred)

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Terms of employment:

Days and hours to be arranged, with salary according to current schedule.

Evaluation:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

Approved 10/18, 1999 – Board of Education
Signature Page Steve Perkins 5/28/2015

OTHER

Sutherlin SD employees are expected to be completely honest in their employment capacity. Due to the fiduciary responsibilities of fiscal office employees, the requirement for honesty is given the greatest weight. Failure to be completely honest in the employment capacity will lead to discipline up to and including dismissal.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____