

Oregon School District

JOB DESCRIPTION

Position Title:	Custodian
Department/Location:	Custodial
Reports To:	Head Custodian and Director of Operations
Employees Supervised:	None. May give instructions to part-time summer or other temporary employees.
Interrelationships:	This position has frequent contact with all staff, Principals and Assistant Principals, Athletic Director, students and community groups.

Position Summary:

Custodians clean, setup for events and perform grounds keeping for assigned areas to provide clean, safe, attractive and comfortable facilities for students, staff and community users.

Position Duties:

Custodian responsibilities may vary from building to building and with the time of year. Each essential job function described below is within the scope of the Custodian duties with actual job assignments or amount of time spent on a function depending on the work that needs to be done at a given time or location.

Essential Job Functions:

- 1.** General cleaning and upkeep of buildings, including hard surface floors, carpets, walls, desks, windows, marker boards, rest rooms and other interior areas following work orders, established routines and verbal instructions. Examples of tasks include: vacuum and spot clean carpets (remove gum and staples); clean slate and marker boards; empty trash containers and sort recyclables; empty paper shredders and pencil sharpeners; haul trash to dumpsters; change lightbulbs; shampooing; clean water fountains; dry and wet mop floors and entry ways; sweeping; dust/clean desks/furniture and flat surfaces; straighten desks/tables and chairs; dust and polish; clean doorway glass; mop or cleanup spills and/or vomit; detail cleaning; restock supplies and performance of related cleaning tasks as needed.
- 2.** Clean and disinfect rest rooms. Tasks include: disinfect mirrors, toilet, sinks and urinals; clean glass and mirror surfaces; restock soap, paper towel and toilet paper dispensers; empty waste containers and reline as needed; sweep and mop floors.
- 3.** Perform heavy floor cleaning of rooms, hallways, entrances, athletic facilities, and other indoor space. Examples of tasks include: stripping, waxing, extracting carpets, operate polisher/burnisher equipment, pressure washer and scrubber.

4. Set up and take down of areas for daily use such as lunch and events such as meetings, banquets, or activities. Examples of tasks include: carry, put up, take down and store tables and chairs; locate equipment needed for event and put it in place/test to be certain it is working and safe to use and respond to requests for changes or additional needs.
5. Monitor or control use of facility while performing cleaning work. Examples of tasks include: report inappropriate student or visitor behaviors; report needed repairs of unsafe conditions; and secure or unlock doors and hallway gates as required to limit access to building/room or area.
6. Seasonal outdoor work. Examples include: grass cutting, trimming, brush removal, hauling trash, planting, spray weeds, operating machinery, marking and maintaining of athletic fields, snow removal, salting, installing outdoor equipment, painting and other maintenance of outdoor facilities.
7. Seasonal indoor work, normally during school vacations. Examples include: detailing of rooms, moving of furniture, or whole classrooms, painting, minor repair, and other cleaning which cannot be accomplished when classes are being taught.
8. May be required to perform specific additional tasks depending on work needed to be done and available time, which, if done on a more regular and recurring basis would constitute Custodian II work.

Other Duties:

1. Attend required meetings and participate in training on work procedures and safety.
2. Seek assistance, advice or a decision from supervisor or management when situations arise which are outside of the scope of normal duties or require a decision or response which employee is not trained or authorized to make.
3. Maintain knowledge of safe practices and equipment used to perform duties.
4. Give directions to students or visitors and answer other questions in a helpful and pleasant manner.

Qualifications:

1. Education: prefer a high school education or equivalent, requires ability to read, write, and understand directions.
2. Experience: Prior experience as a custodian, doing cleaning or other heavy work is desired. On the job training is provided. Working knowledge of equipment maintenance and use of power and hand tools is desired but not a requirement.

Personal Attributes Required:

Must be organized and able to work on a schedule. Must be able to communicate verbally and in writing and follow written and verbal instructions. Must demonstrate the ability to establish and maintain positive working relationships with other maintenance/custodial employees, district staff and community members. Must understand the need for teamwork, timeliness and safety. Must be able to maintain self-control without exhibiting negative behaviors. Must be able to interact with others to accomplish tasks without arousing hostility. Must be flexible and able to respond to changing priorities, new job assignments and interruptions.

Essential Physical / Mental Requirements:

1. Must be able to stand and sit for prolonged periods with or without back support.
2. Must be able to perform heavy physical work, frequently lifting or moving more than 50 pounds.
3. Must be able to communicate effectively to ask or respond to questions and provide information or assistance.
4. Must be able to move throughout the buildings and grounds areas with time spent working indoors and outdoors in varying weather and temperature conditions.
5. Must be able to reach in all directions, bend/stoop/climb.
6. Must have dexterity and hand/eye coordination necessary to operate cleaning equipment and hand tools.
7. Hearing activity requires the ability to participate in numerous conversations throughout the day in an environment which may be noisy.
8. Must have the ability to maintain concentration and focus on tasks which are often repetitive.
9. Must be able to follow safety practices at all times.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Originated May 11, 1998

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