

CUSTODIAN

Purpose Statement:

The job of Custodian is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public at district facilities; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

Essential Functions

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Cleans assigned school facilities (e.g. classrooms, offices, restrooms, multipurpose rooms, corridors, carpets, removes graffiti, windows, walls, restrooms, bleachers, stage, locker rooms, etc.) for the purpose of maintaining a sanitary, safe and attractive environment at a School or District Office.
- Distributes supplies and equipment (e.g. fill soap dispensers, towel/toilet paper dispensers, packages, furniture, TV/VCR carts, etc.) for the purpose of disseminating materials to appropriate parties.
- Inspects school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly stock facilities.
- Prepares facility for daily operations as may be required (e.g. opening gates, raising flags, sweep/shovel/remove snow and sand walks, building access doors, etc.) for the purpose of ensuring facilities are operational and safe for occupancy.
- Regulates heat, ventilation and air conditioning systems for the purpose of providing temperatures appropriate to the season and ensuring economical usage of fuel, water, and electricity.
- Repairs furniture and equipment as maybe required (e.g. light bulbs, switches, unclogging drains, sinks, toilets, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, unauthorized persons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds (e.g. lock doors, turn off lights, take down flags, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to the district.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning; safety practices and procedures

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Physical Exam/TB Screening

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Kansas Bureau of Investigations/Social & Rehabilitation Services

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 9