

JOB DESCRIPTION
Nebo School District

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; providing and arranging equipment and furniture, etc. for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; and ensuring that assigned tasks are completed in a safe, proper and timely manner.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Head Custodian

Essential Functions

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Assists with the lunchroom (e.g. setting up, cleaning up, monitoring students, etc.) for the purpose of ensuring that lunch time is a safe and positive experience for students.
- Attends inservice training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Cleans assigned school facilities (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Delivers a variety of items (e.g. supplies, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties.
- Maintains property/grounds (e.g. mowing, trimming, picking up litter, preparing fields, sprinklers, etc.) for the purpose of ensuring safe and attractive grounds for students and the public.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of insuring the availability of items required to properly maintain facilities.
- Performs minor maintenance on school equipment/furniture (e.g. change vacuum cleaner belts, bags, etc.) for the purpose of ensuring proper functioning and usability of items.
- Performs summer maintenance and cleaning (e.g. strip/wax floors, moves furniture, painting, etc.) for the purpose of maintaining a sanitary, safe and attractive environment and/or facilitating summer construction.
- 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 insuring economical usage of fuel, water, and electricity.
- Removes snow for the purpose of ensuring parking lots and sidewalks are safe for vehicles and people.
- Repairs furniture and equipment as may be required (e.g. light bulbs, switches, unclogging drains, sinks, toilets, desks, chairs, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.

- Reports incidents of vandalism, damages and/or issues needing action for the purpose of seeking prompt corrective action.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, security/fire alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures alarms, windows, doors, gates and specified campus areas for the purpose of providing campus security after school hours.
- Sets -up and tears down furniture, bleachers, stages, etc. for the purpose of accommodating meetings and school events.
- Unloads warehouse materials and other delivered items (e.g. books, equipment, supplies, etc.) for the purpose of storing, routing and placing needed items and supplies in designated locations.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies 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; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using 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. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; 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 10% sitting, 60% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Weed Spraying license

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt