

## Job Description

Position Title:	Swing Assistant Custodian
Department:	Facility, Maintenance and Custodial Services
Reports To:	Custodial Supervisor
Compensation:	Commensurate with Degree and Experience
Calendar:	260 Days
Category:	Classified Hourly

### SUMMARY

In the absence of an Assistant Custodian, maintain the District's school buildings in such a state of operating excellence that they present no problems or interruptions to the educational program.

### ESSENTIAL DUTIES & RESPONSIBILITIES

Essential job duties must be performed on site. Other duties may be assigned.

- Reports to work as scheduled on a regular and reliable basis.
- Cleans and preserves designated spaces, equipment, etc... in the building and on the grounds.
- Assists in maintaining seasonal grounds work (snow, mowing, etc.) at their assigned building as needed.
- Restocks disposable items and provides head custodian with inventory usage and data.
- Assists visiting public daily in utilizing the facilities with directions and setting up needed equipment within the building.
- Maintains building and grounds security in the building each school day, evening shift and/or during special events.
- Flexibility to deal with differing work circumstances including the ability to work independently and in a team setting.
- Ability to vacuum, dust, wet mop, operate cleaning equipment, clean windows, clean restrooms, follow instructions on cleaning chemicals and complete other custodial duties assigned.
- May be required to perform district-wide support services in case of emergency situations.
- May be asked to be on 24-hour call.

### SUPERVISORY RESPONSIBILITIES

- This position does not supervise employees.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

- Required: High school diploma or general education degree (GED)

### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before individuals and occasionally groups of customers or employees of the organization.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide. Ability to measure the rate, ratio, and percentage according to manufacturer or district standards.

### REASONING ABILITY

Ability to work independently with a minimum of supervision. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

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### OTHER SKILLS and ABILITIES

Ability to do problem solving. Ability to pass a physical exam. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

### 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach 0 - 24 inches and up to 36 inches with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs onto ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move 50 pounds and occasionally up to 75 lbs 0 - 12 feet and up to 20 feet such as cleaning supplies, pails and unloading truck and moving bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines, etc. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

*The information contained in this job description is in compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*