

TITLE:	Secondary Custodian
REPORTS TO:	Director of Maintenance/Custodial
QUALIFICATIONS:	High School Diploma or GED Valid Colorado Driver's License
EXPERIENCE:	Sufficient training and experience to demonstrate the knowledge and abilities listed below. One year custodial experience preferred but not required.

Basic Function/Scope:

Maintain assigned school building and related facilities in a clean and orderly manner; perform a variety of diverse duties assuring that buildings and grounds are maintained and repaired in a timely and efficient manner.

Knowledge, Skills and Abilities:

- Knowledge of proper methods, materials, tools and equipment used in custodial and routine maintenance work.
- Knowledge of cleaning materials, disinfectants and equipment used in custodial work.
- Knowledge and ability to demonstrate safety practices and work methods.
- Ability to maintain the school building and related grounds in a safe, clean and orderly condition.
- Ability to meet schedules and deadlines.
- Ability to work independently.
- Work includes both indoor and outdoor environments; subject to lifting, carrying, pushing, pulling; fumes from cleaning chemicals and inclement weather.

Primary Duties and Responsibilities:

- Use cleaning materials, equipment and methods according to pre-determined standards.
- Maintain supplies and equipment assigned in proper working order.
- Perform a variety of light maintenance on buildings and equipment.
- Sweeping, mopping, washing windows, counters and walls.
- Perform minor maintenance and emergency repairs to buildings and fixtures, graffiti removal, empty trash, clean waste receptacles, pick up paper, pick up trash containers and empty into bins.
- Move furniture and equipment, set up meeting rooms, classrooms and other school facilities for special events and meetings.
- Set up and clean the cafeteria for lunch, assist with serving meals, washing dishes, and overseeing student activity during meal times.
- Wash walls and eating area; clean drinking fountains; make emergency clean-ups in cafeteria or other areas as needed.
- Perform a variety of security duties related to buildings and grounds during assigned times; turn lights on and off, unlock and lock doors and gates; assure that unauthorized persons or animals are escorted off grounds.
- Check doors, windows, ground and other assigned areas for vandalism, report safety and fire hazards and vandalism as appropriate.
- Open/close facility for events, that may include evening and weekend coverage and the need to provide custodial support for events.
- Assist with package and food deliveries as needed.
- Understand both oral and written directions.
- Computer skills: Word, Excel, Microsoft Office, and ability to communicate via email

- Coordinates and collaborates with other department, building, and district staff in a positive and professional manner.
- Maintain a high level of ethical behavior and confidentiality of information.
- Perform such other duties as may be assigned from time to time by the principal and/or his/her designee

Physical Demands

- Standing, walking, and ability to sit for extended periods of time
- Reaching, carrying, pushing, bending and handling items weighing up to 50 pounds
- Hearing and speaking to communicate with students, parents, community members, other workers and supervisors

Other

- Be familiar with and have working knowledge of the policies and procedures of the district and schools
- Salary and benefits to be established by the Board of Education
- Performance of this job will be evaluated in accordance with provisions of Board policies which apply to classified
- Accepts and implements instruction in a positive, cooperative manner
- Must acknowledge and demonstrate safety rules
- Supervised by Director of Maintenance/Custodial, building principal, superintendent and/or their designee
- Perform such other duties as may be assigned from time to time by the head cook, superintendent, building principal or their designee

Primary Location: Cripple Creek-Victor Junior/Senior High School

Position Type: Full-Time Classified

Position Available: 2015-2016 Academic Year

Position Schedule: This is a year round position. This position typically works nine hour days Monday - Thursday, and four hour days on Friday.

Salary/Benefits: Commensurate with Experience
Minimum: \$13.365 per hour
Excellent Benefit Package

Coaching Positions within the Cripple Creek-Victor School District Available