



Job Title: Custodian

Department: Facilities & Operations

Reports To: Custodial Supervisor

Classified Salary Range: 9

FLSA: Non-Exempt Classified

Purpose

Provides entry-level custodial cleaning services for district buildings and grounds. This position ensures that the physical environment of the school supports the safety, cleanliness, and functionality of school facilities for students, staff, and the community.

Essential Duties and Responsibilities

- **Facility Support**
 - Ensure that assigned areas of district buildings and grounds (including classrooms, hallways, restrooms, and public spaces) are clean, safe, secure, and in good repair.
 - Perform regular cleaning tasks such as sweeping, mopping, vacuuming, dusting, and disinfecting surfaces.
 - Assist in setting up, maintaining, and restoring physical spaces for daily use and special events, including public use of district facilities.
 - Conduct routine security checks of buildings and grounds, often during nighttime hours and while working independently.
 - Monitor and maintain cleanliness and organization of custodial closets, storage areas, and supplies.
- **Building Systems & Safety**
 - Report maintenance and safety concerns, such as faulty equipment or hazardous conditions, to the appropriate personnel.
 - Ensure compliance with district policies and safety regulations, including the safe handling of cleaning chemicals and materials.
- **Communication & Collaboration**
 - Communicate effectively with staff, students, and the public, both orally and in writing.
 - Accurately interpret verbal and written instructions and carry them out in daily tasks.

- Work collaboratively with district personnel, other custodial staff, and external contractors as needed to ensure smooth coordination of services.
 - **Student Support**
 - Support supervision of students in non-classroom settings as assigned, promoting a safe environment in alignment with district expectations.
 - **Additional Duties**
 - Participate in district meetings and professional development opportunities to stay updated on safety protocols, procedures, and new technology or equipment.
 - Provide other related services or support as assigned by supervisors or district administration.
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General Performance Requirements

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
 - Observe laws, district policies and procedures, and professional standards for the position.
 - Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
 - Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
 - Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
 - Respect confidential information and the privacy of students, staff, and parents.
 - Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
 - Develop job skills necessary to meet changes in the position.
 - Maintain personal appearance and hygiene appropriate to the position as defined by the district.
 - Meet applicable district physical ability/health and safety guidelines for the position.
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Qualifications

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.

- Ability to independently organize and carry out work assignments.

- Ability to follow district protocols for building and grounds maintenance and cleaning, including safe handling and use of hazardous cleaning materials and mechanical equipment.
 - Ability to understand the building/program's goals and carry out work assignments in a manner that supports these goals.
 - Ability to implement district procedures for safe operation of building systems.
 - Ability to interact effectively and collaboratively with individuals and groups of all ages.
 - Ability to communicate effectively, both orally and in writing.
 - Ability to use office equipment and technology.
 - Ability to understand and follow the school/program's student behavior policy to manage student behavior effectively outside a classroom setting.
 - Ability to travel among district facilities as needed; if driving, the ability to meet district driving standards.
 - Ability to obtain specialized training and/or certification as required (e.g., safety certification, First Aid).
 - Ability to meet the physical demands of this position with or without reasonable accommodations.
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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.

- Regularly required to talk and hear, stand, walk (including on uneven surfaces), reach above shoulder height, and use hands to handle or feel objects, tools, or controls.
 - Must be able to remain on your feet and move throughout the building for the duration of the shift, which may involve extensive walking and physical activity.
 - Frequent lifting of 10–50 pounds, occasional lifting of over 50 pounds (with assistance).
 - Must be able to ascend and descend ladders and stairs, perform tasks that involve bending, stooping, kneeling, twisting, and crouching.
 - Potential exposure to hazardous conditions such as fumes, airborne particles, and toxic chemicals, as well as outdoor weather conditions.
 - Regular work in high or regulated spaces and near moving mechanical parts.
 - Visual requirements include the ability to see clearly at both close and distant range, and to adjust focus as necessary.
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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.

- The employee regularly works indoors and outdoors, in school facilities and grounds.
 - The role may involve exposure to wet, humid, or extreme conditions.
 - The employee frequently works near mechanical parts, moving equipment, and electrical equipment.
 - Noise level is moderate to occasionally high.
 - The position requires the ability to ascend and descend stairs and ladders and to work in high or regulated spaces when necessary.
 - The position involves working in isolation in both the school building and surrounding grounds, primarily during evening hours.
 - The employee may be exposed to bodily fluids and waste while performing duties.
 - Travel among district facilities as needed; if driving, the ability to meet district driving standards.
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Additional Information

- Successful applicants may be required to complete a pre-employment physical examination to confirm their ability to perform the physical demands of the role without risk to themselves or others.
 - The ability to work evenings, weekends, or irregular hours may be required for event setups, special cleaning, or emergencies.
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Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

Employee Statement: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature: _____

Date: _____

Custodian

ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature