

CARBON COUNTY SCHOOL DISTRICT ONE
An Equal Opportunity Employer

POSITION: Building Custodian

LOCATION: Assigned Site

REPORTS TO: Head Custodian/Custodian Supervisor/Business Manager

Primary Purpose: Support the mission of Carbon County School District One by providing students a safe, attractive, comfortable, clean, and efficient place to learn, play and develop so that full educational use of buildings may be made at all times.

Essential Functions:

All Sites:

- *Keeps buildings and premises, including sidewalks, driveways, and play areas, neat and clean at all times.*
- *Shovels, plows and uses deicer on walks, driveways, parking areas and steps as appropriate and as assigned.*
- *Checks daily to ensure that all exit doors are open and all panic bolts are working properly during hours the building is occupied and as assigned.*
- *Sweeps and/or vacuums classrooms and dusts furniture daily.*
- *Cleans corridors after school each day and during the day as needed.*
- *Scrubs and disinfects toilet floors, sanitary fixtures, drinking fountains and replenishes restroom supplies daily or when needed.*
- *Washes windows on both inside and outside as needed.*
- *Regularly inspects and insures playground equipment is in good condition, and that school grounds are safe and attractive.*
- *Keeps all floors clean, attractive and in a good state of preservation.*
- *Cleans all chalkboards and white boards at least once a week or as needed.*
- *Makes building and facility repairs as directed by the Head custodian.*
- *Promptly reports to the head custodian the need for any major repairs.*
- *Immediately reports to principal/Head custodian or District administration any damage to the school property. In their absence reports damage to school property to the police.*
- *Remains on the school premises during school working hours and when attendance is required by the supervisor.*
- *Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.*
- *Keeps and maintains an inventory of supplies, equipment and fuel on hand so that they may be used or delivered in such time as will not hinder the custodian in his/her duties.*
- *Conducts an on-going program of general maintenance, upkeep, and repair.*
- *Follows District building policies regarding cleaning and maintenance tasks and procedures.*
- *Complies with laws and procedures for storage and disposal of trash and waste. 20. Adheres to work schedules as assigned by Head custodian.*

- *Work or provide assistance at other Carbon County School District One facilities as needed. 22. Keeps grounds free of rubbish.*
- *Using District vehicles, go for and bring back or deliver supplies, equipment and school related materials.*
- *Maintains a high standard, as determined by the District, of safety, cleanliness and efficiency.*
- *Constantly strives to promote the safety, health and comfort of students and employees.*
- *Replaces light bulbs as needed inside and outside of the building.*
- *Periodically checks door hinges for tightness.*
- *Performs all other duties as assigned.*
- *Raises the flag of the United States and State of Wyoming at or before 8:00 a.m. each school day and lowers same at or after 3:30 p.m., storing both properly.*
- *Performs necessary painting assignments as directed.*
- *Prepares fields and gyms, according to the proper procedures, as directed.*

Required Qualifications:

- *Hold a High School diploma or equivalent*
- *Satisfactory completion of AHERA (asbestos) and any trainings deemed required by the District*
- *Ability to communicate in English orally and in writing*
- *Be familiar with basic cleaning equipment, products and hand tools*

Equipment Used:

<i>Wet Vac</i>	<i>Hand Tools</i>	<i>Power Portable Tools</i>
<i>Wax Applicators</i>	<i>Extractors</i>	<i>Scaffolding</i>
<i>Vacuums</i>	<i>Scrubber/Buffer</i>	<i>Hand Cart</i>
<i>Hand Truck</i>	<i>Automatic Scrubber</i>	

Physical Demands:

- *Ability to lift a minimum of 50 LBS on a regular basis*
- *Ability to work continually either standing, walking or bending*
- *Climb various scaffolding and ladders somewhat frequently*
- *Ability to kneel or squat during the performance of duties*
- *Ability to push or pull handcarts, furniture or other equipment*

Environmental Demands:

- *Ability to cope with school related noise*
- *Possess physical and mental capability to be out in any weather common to Wyoming*
- *Ability to work in wet, cold and/or windy conditions when necessary*
- *Ability to cope with dust, fumes and/or odors from cleaning supplies and other sources*

NOTICE OF NONDISCRIMINATION:

Carbon County School District #1 does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history) or any other basis protected by federal, state, or local law in its programs or activities. Inquiries regarding the District's non-discrimination policies are handled at 615 Rodeo St. Rawlins, Wyoming, 82301

*by Tanya Wall, Director of Human Resources and Title IX Coordinator, (307)
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EEO/AA/Vet/Disability Employer