

JOB DESCRIPTION

JOB TITLE: **Building Custodian**

REPORTS TO: **Head Custodian/Custodian Supervisor/Business Manager**

DEPARTMENT: **Support Staff**

I. NATURE AND SCOPE OF JOB:

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.

II. EXPECTATIONS:

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the work place.
3. Responsible for acceptable personal attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

A. Essential Functions:

1. Keeps buildings and premises, including sidewalks, driveways, and play areas, neat and clean at all times.
2. Shovels, plows and uses deicer on walks, driveways, parking areas and steps as appropriate and as assigned.
3. 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.
4. Sweeps and/or vacuums classrooms and dusts furniture daily.
5. Cleans corridors after school each day and during the day as needed.
6. Scrubs and disinfects toilet floors, sanitary fixtures, drinking fountains and replenishes rest room supplies daily or when needed.
7. Washes windows on both inside and outside as needed.

8. Regularly inspects and insures playground equipment is in good condition, and that school grounds are safe and attractive.
9. Keeps all floors clean, attractive and in a good state of preservation.
10. Cleans all chalk boards and white boards at least once a week or as needed.
11. Makes building and facility repairs as directed by Head custodian.
12. Promptly reports to the head custodian the need for any major repairs.
13. 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.
14. Remains on the school premises during school working hours and when attendance is required by supervisor.
15. 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.
16. 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.
17. Conducts an on-going program of general maintenance, upkeep, and repair.
18. Follows District building policies regarding cleaning and maintenance tasks and procedures.
19. Complies with laws and procedures for storage and disposal of trash and waste.
20. Adheres to work schedules as assigned by Head custodian.
21. Work or provides assistance at other Carbon County School District One facilities as needed.
22. Keeps grounds free of rubbish.
23. Using District vehicles, go for and bring back or deliver supplies, equipment and school related materials.
24. Maintains a high standard, as determined by the District, of safety, cleanliness and efficiency.
25. Constantly strives to promote the safety, health and comfort of students and employees.
26. Replaces light bulbs as needed inside and outside of the building.
27. Periodically checks door hinges for tightness.
28. Performs all other duties as assigned.

B. Non-Essential Functions:

1. 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.
2. Performs necessary painting assignments as directed.
3. Prepares fields and gyms, according to the proper procedures, as directed.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Ability to communicate in English orally and in writing.
2. Be familiar with basic cleaning equipment, products and hand tools.

B. Education, License, Certification or Formal Training

1. Has a High School Diploma or equivalent.
2. Satisfactory completion of AHERA (asbestos) and all other required trainings mandated by the District

C. Equipment Used:

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

D. Physical Demands:

1. Ability to lift a minimum of 50 LBS on a regular basis.
2. Ability to work continually either standing, walking or bending.
3. Climb various scaffoldings and ladders somewhat frequently.

D. Physical Demands Con't:

4. Ability to push or pull handcarts, furniture or other equipment.
5. Ability to kneel or squat during the performance of duties.

E. Environmental Demands:

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

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator Mike Hamel, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; or the Office for Civil Rights, Region VIII, U.S. Department of Education Cesar E. Chavez, Memorial Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, Fax (303)844-4303, Email: OCR.Denver@ed.gov.

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