



Clatskanie School District 6J

Job Description

Custodian Day/Night

Job Title:	Custodian
Reports To:	Custodial and Maintenance Supervisor
FLSA Status:	Non-Exempt
Employee Group:	Classified
Bargaining Unit:	OSEA

JOB SUMMARY

The custodian plays a crucial role in maintaining a clean, safe, and orderly environment within-District buildings and on District grounds. This position is responsible for performing a variety of cleaning and maintenance duties ensuring the school is well-prepared for the following day. Work under the direction of the Head Custodian and/or the Night Lead Custodian.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned

Perform general cleaning functions and basic building maintenance.

1. Cleaning Tasks:

- a. Perform thorough cleaning of classrooms, hallways, restrooms, offices, and common areas, ensuring they are sanitized and well-maintained
- b. Empty and clean all waste receptacles and dispose of trash in designated areas.
- c. Sweep, mop, vacuum, and/or polish floors in designated areas.
- d. Clean and sanitize bathrooms, replenish soap dispensers, and replace supplies such as paper towels and other paper products.
- e. Dust furniture, window sills, ledges, blinds, and other surfaces.
- f. Follow a cleaning schedule within an area of responsibility developed by appropriate personnel.
- g. Move furniture and equipment as needed.
- h. Maintain a custodial communication system.
- i. Ensure that buildings are clean and welcoming.

2. Maintenance Tasks:

- a. Perform minor maintenance tasks such as changing light bulbs, replacing filters, and notifying management of any major repair needs.
- b. Ensure doors and windows are locked and secure after cleaning areas to maintain the security of the building.
- c. Monitor and maintain sanitation and organization of storage areas, cleaning equipment, and custodial closets.
- d. Ensure energy conservation practices are in use.
- e. Identify and report any unsafe and damaged school building conditions to appropriate personnel.
- f. Assume responsibility for the general security/safety of the building and report suspicious activity to proper authority.

- g. Operate equipment, including lifts and ladders, in a safe manner.
- h. Perform minor repairs to structures and maintain equipment.
- i. Prepare spaces for internal and community group activities and events.
- j. May maintain school grounds softscape elements, as needed.
- k. May monitor and adjust building systems such as HVAC, water, electrical, and ventilator systems.
- l. Participate in seasonal deep cleaning or special maintenance projects during school breaks or as scheduled.

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Communicates with building administrators and Maintenance supervisor about building needs.
2. Attends staff meetings.
3. Attends in-service trainings.
4. Reports issues to authorities as necessary, animal control, suspicious activity, accidents, etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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.

- High school diploma or its equivalent
- Proficient oral and written communication skills in English
- Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications
- Pass a pre-employment drug test
- Ability to work from heights of up to 30 feet

PHYSICAL REQUIREMENTS

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting			X		
Stationary Standing			X		
Walking (level surface)					X
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms					X
Repetitive use hands grasping					X
Repetitive use hands squeezing					X
Fine manipulation			X		
Using foot control		X			
*Pushing/Pulling Maximum weight: 100 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: buckets, refuse containers, equipment carts, and furniture.

WORKPLACE EXPECTATIONS

- A. Maintain regular and punctual attendance
- B. Follow site and/or District protocol for reporting absences
- C. Follow all District policies, work procedures
- D. Follow all reasonable requests/instructions by proper authority
- E. Maintain the integrity of confidential information relating to students, staff, and District operations
- F. Work independently in the performance of routine duties
- G. Make sound decisions
- H. Participate in required meetings and trainings related to the position
- I. Maintain required licenses/certifications and successfully complete required trainings for the position
- J. Utilize the District's electronic systems and applications related to the position
- K. Dress in a professional and appropriate manner for the assignment and work setting
- L. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds
- M. Cultivate and model a respectful working and learning environment
- N. If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language

- O. Report to other work sites on a temporary basis to fill a significant need as determined by a District level administrator

OTHER

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 job (or the position itself) at any time as it deems advisable.

Prepared By CSD Human Resources 1/2024

EMPLOYEE STATEMENT

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of

changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name (print)

Employee Signature

Date

