



JOB DESCRIPTION

TITLE:	CUSTODIAN
REPORTS TO:	FACILITIES SUPERVISOR
TERMS OF EMPLOYMENT:	12 MONTHS
SALARY RANGE: CLASSIFIED SALARY SCHEDULE 7-A	\$18.22 - \$26.09 EMPLOYER/EMPLOYEE PAID \$15.33 - \$21.95 EMPLOYER PAID PERS
BENEFITS:	Nevada State Public Employees Retirement System (PERS) Employer paid Medical, Dental, Vision and Life Insurance No State Tax
FLSA STATUS	NON-EXEMPT

SUMMARY OF POSITION

Performs moderately difficult work in the performance of custodial work involving the cleaning, maintenance and repair of buildings, premises, and entryways. The Custodian provides students and staff with a safe, attractive, comfortable, clean, efficient, and orderly site in which to learn, play, develop, teach and work.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

- ★ Follow District cleanliness standards in the Pro- Clean method set by the Facilities Supervisor.
- ★ The primary duty of the custodian is to keep the custodian's assigned area clean.
- ★ Clean, repair and maintain building and premises including classrooms, hallways, and entryways; perform custodial duties including cleaning and maintaining restrooms, floors, windows, doors, furniture, carpeting, locker and weight rooms, gym, and other related interior/exterior building surfaces.
- ★ Shovel, plow and/or de-ice walks, driveways, parking areas, and steps as appropriate; operate snow removal equipment.
- ★ Check daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- ★ Assume responsibility for the opening and/or closing of the building 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.
- ★ Sweep/vacuum classrooms, clean desk tops, empty wastebaskets, and dust furniture.

- ★ Clean corridors after school each day and during day as conditions require.
- ★ Scrub, hose down, and disinfect toilet floors daily and clean all sanitary fixtures and drinking fountains daily.
- ★ Wash all building windows on both inside and outside at least twice a year and more frequently if necessary.
- ★ Keep all floors in a clean and attractive condition and in a good state of preservation.
- ★ Clean all chalkboards and white boards at least once a week.
- ★ Make minor electrical, plumbing, and other building repairs as necessary; report major repairs needed to the Head Custodian; report any damage to school property immediately to the appropriate individual.
- ★ Check all light fixtures and exit signs for burned out lamps and replace accordingly, calling for assistance when necessary.
- ★ Assist in site painting projects as well as extensive, team clean-up projects; may also act as deep cleaner.
- ★ Move furniture or equipment within buildings for various activities as directed.
- ★ Raise the United States flag at or before 8:00 a.m. on each school day, and lower it at or after 3:30 p.m.
- ★ Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- ★ Work day shifts as needed to cover when the head custodian is absent.

NON-ESSENTIAL FUNCTIONS

Perform other related duties as assigned.

WORK CONTACTS

The position requires frequent contact with teachers and District staff. Occasional contact with the general public.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of: the cleaning methods, materials and equipment used in custodial work; occupational hazards and equipment common to the work; safe and correct use of hand and power tools and equipment common to custodial work; methods, materials and equipment used in maintenance and repair work including minor plumbing and electrical; safety precautions and safe work practices.

ABILITY TO

- ★ Safely and correctly perform custodial duties on buildings and premises
- ★ Operate equipment and tools common to custodial work including vacuum cleaners, shampooers, and waxers.
- ★ Lift up to 60 lbs; bend, pull and push; Move furniture or equipment.
- ★ Climb Ladders.
- ★ Operate snow removal equipment and/or shovel snow.
- ★ Understand and follow orders and written instructions.
- ★ Meet schedules and timelines.

- ★ Interact with staff and students in a positive and proper manner.
- ★ Establish and maintain effective working relationships.
- ★ Maintain good physical condition.
- ★ Work independently in the absence of a supervisor.
- ★ Appropriately handle stress and interact with others.
- ★ Maintain regular attendance and punctuality.

SUPERVISION RECEIVED

Work is performed independently in accordance with established procedures under the general supervision of the Head Custodian and the Director of Facilities. The Director of Facilities with input from the Head Custodian and Site Administration will at least annually evaluate the Custodian's performance.

SUPERVISION EXERCISED

May occasionally provide instruction, training and direction to less experienced custodians.

CONDITIONS OF WORK

- ★ Work is performed under the following conditions:
- ★ Work involves heavy lifting, bending, pulling, pushing, standing and crawling up and down ladders; snow shoveling; exposure to inclement weather when snow shoveling or performing cleaning or maintenance duties.
- ★ Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.
- ★ Hazards: Office/Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), fumes, chemicals, high voltage and other hazards related to the specialized trade; climbing, heavy lifting and pushing; subject to driving from site to site to conduct work and adverse weather conditions; and power/hand operated equipment and machinery (as related to specific assignment).
- ★ In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

SAFETY SENSITIVE:

YES ☐ NO ☒

ACCEPTABLE EXPERIENCE AND TRAINING

One (1) year experience in custodial work and some experience in minor maintenance and repair work and high school graduation; or any equivalent combination of experience and training that provides the knowledge, skills and abilities to perform this work.

LICENSES/CERTIFICATES

Possession of or ability to obtain a valid Nevada driver's license.

PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Those requirements include:

- ★ While performing the duties of this job, the employee must be able to meet deadlines with severe time constraints. This position may be high volume at times, and the employee may work without direct and/or constant supervision. There may be exposure to fumes, dust, odors, oil and/or grease. The noise level in the work environment may vary from loud to very loud. Employee may be required to work varied shifts and hours, holidays and weekend as needed.
- ★ Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Sedentary to heavy exertion of force involving lifting 10-25 pounds frequently with up to 75 pounds occasionally. May involve negligible up to significant stand/walk/push/pull/carry. May involve climbing, standing, walking, pushing, pulling, carrying, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external members of the school community.
- ★ In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

EMPLOYEE PUNCTUALITY AND APPEARANCE

In order for DCSD schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator. All employees are required to report to work dressed in a manner that reflects a positive image of DCSD and is appropriate for their position.

NOTICE OF NON-DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYER

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boy Scouts of America Equal Access Act. The Douglas County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment, which includes recruiting and hiring practices, working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling (775) 782-7177.

The Superintendent of Douglas County School District has designated the following position to handle inquiries regarding student and employee non-discrimination policies:

Executive Director of Human Resources

1638 Mono Avenue
Minden, Nevada 89423
Phone: (775) 782-7177

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read the above job description and have received a copy for my records.

Signature of Employee: _____

Date: _____