

# EASTERN CARVER COUNTY SCHOOLS

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Weekend Custodian	<b>Department:</b> Building and Grounds
<b>Reports to:</b> Building Principal Director of Buildings & Grounds	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> A-1-3	<b>Bargaining/Work Unit:</b> Local 70
<b>Tier/Lane:</b> CUST2	<b>Position Last Updated:</b> February 2018

### SECTION II: JOB SUMMARY

Under general supervision, perform maintenance and cleaning tasks and operation of various types of cleaning equipment to care for and maintain assigned buildings and related facilities; and perform related work as required. You may be assigned to work at different buildings depending on the needs of the district.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Cleaning/Maintenance
<b>Percent of Time:</b>	80%	

#### Tasks involved in fulfilling above duty/responsibility:

- Ability to recognize hazards and take safety precautions to eliminate them or report to supervisor.
- May be utilized to fill in at other locations if needed
- Cleans building on a regular basis so that the building provides a safe, healthy, and professional environment.
- Responsible for keeping walkways free from obstruction and in safe condition (e.g. ice removal)
- Performs weekly building checks
- Carries out cleaning using proper cleaning practices
- Follows the guidelines for chemical use as per "right to know" instructions – including proper storage of chemicals

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> "Set up" for evening events
<b>Percent of Time:</b>	20%	

#### Tasks involved in fulfilling above duty/responsibility:

- Gymnasium preparation/cleanup for co-curricular events
- Auditorium preparation/cleanup for co-curricular events
- Assists instructors of evening classes in set up of equipment

#### Other Duties as Assigned

## **SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of standard tools, materials, methods and practices involved in building maintenance
- Ability to follow oral and/or written instructions
- Demonstrated personal dependability / regular attendance
- Ability to adapt cleaning schedule with building events
- Ability to read and follow label directions
- Simple math including proportion and ratio work necessary in creating cleaning solutions
- Regular attendance
- Flexibility
- Ability to work with people
- Communication skills
- Personal dependability and responsibility
- Ability to work independently
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission, and belief statements of Eastern Carver County Schools

## **SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS**

- Possess a valid and appropriate level of the State of MN Boilers license or obtain within a reasonable timeline.
- Possess a valid State of Minnesota driver's license.

## **SECTION VI: EXPERIENCE REQUIREMENTS**

- Previous experience in cleaning and building maintenance

## **SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS**

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>	
Standing	C	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	F
Walking	C	Up to 25 pounds	F		
Sitting	O	Up to 50 pounds	O		
Talking in person/on the phone	O	Up to 75 pounds	O	Toxic chemicals	O
Pushing/Pulling	F	Up to 100 pounds	O	Moving parts	O
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	F	<b>Noise Levels</b>		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Fumes	O
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	O	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	F	Varying weather conditions	O
Distinguishing smell	O			<b>Sight</b>	
Distinguishing temperature	O	Very loud noise (i.e. jack hammer, front row rock concert)	O	Vision for close work/ability to adjust focus	O
Traveling by automobile	O			Looking at computer monitor	O
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

**Note:** Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.