



# Eagle Point School District 9

## Job Description – Custodian I

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### **PURPOSE:**

- The Custodian provides the students and staff with a clean, attractive and safe environment in which to learn and teach. To accomplish this task, the Custodian performs routine custodial, repair and cleaning work at their site.

### **REPORTS TO:**

- Site Administrator/Maintenance Supervisor

### **QUALIFICATIONS:**

- High school diploma or equivalent preferred.
- Experience in custodial services.
- Maintain a valid Oregon Driver's License and personal transportation.
- Knowledge of the proper use of cleaning equipment and cleaners.
- Pass required criminal background check.
- Knowledge of the processes used to clean and sanitize restrooms, classrooms, etc.
- Ability to read instructions and write reports.

### **ESSENTIAL FUNCTIONS:**

- Performs all custodial services.
- Communicate effectively with staff and community.
- React to change productively and handle other tasks as assigned.
- Appropriately operate all equipment as required.
- Support the philosophy and mission of School District 9.
- Strong work ethic.
- Ability to work cooperatively with staff, students and the public.
- Maintain satisfactory attendance and punctuality.
- Good communication, organization and computer skills.

### **PHYSICAL REQUIREMENTS:**

- Requires stooping, bending, reaching, lifting, carrying objects and climbing ladders.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.
- See [physical requirements](#).

### **GENERAL RESPONSIBILITIES**

- Perform nightly cleaning of all areas of assigned building(s).
- Comply with local laws and procedures for the storage and disposal of all trash, rubbish, waste and chemicals.
- Sweeps, scrubs, waxes and polishes concrete, linoleum, tile and wood floors and vacuums rugs and carpets in all offices and classrooms.
- Cleans and dusts walls, furniture, woodwork and other fixtures and equipment.
- Picks up paper, litter and other refuse on grounds and sweeps walkways and entrances.
- Washes, scrubs and disinfects restrooms.
- Cleans windows, door panels, drinking fountains and polishes any metal objects such as hand railings.
- Empties and cleans waste containers.
- Assists in moving and/or rearranging chairs, tables, desks, furniture and other equipment.
- Replaces light bulbs and maintains equipment used in the course of work.
- Performs minor repairs and adjustments to building fixtures and equipment.
- Assures the security of the building upon end of shift.
- Sets up rooms for special events and needs.
- Assists the building staff in their various needs.
- Reports all safety hazards.
- Assists in preparing the facility for school extra-curricular activities and other functions.
- Stays focused on task.
- See that district policies are observed at all times.
- Keeps abreast of new information, innovative ideas and techniques.



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- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Develops and maintains positive, appropriate professional relationships with students and reorganizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the district through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Performs other duties as assigned by the maintenance supervisor or site administrator.

**RATE OF PAY:** According to Classified Salary Schedule

*This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.*

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Board Adopted: August 14, 2013