USD 231
Gardner Edgerton School District

Job Description
CUSTODIAN
Classified

Position Goal: The Custodian provides a safe, attractive, comfortable and clean environment to ensure full and productive use of district facilities. Due to the cleaning and sanitizing duties associated with the Covid pandemic, additional housekeeping and supervisory support is necessary. Covid requirements include more frequent and repetitive wiping of surfaces and touch points such as tables, chairs, desks, counter tops, drinking fountains, door handles, hand rails, and equipment. To accomplish these tasks the Custodian must work closely with staff and administration.

Reports to: Lead Custodian, Supervisor of Custodians, Building Principal, Director of Operations

Preferred Qualifications:

- High school diploma or equivalent
- Health and Inoculation Certificate on file in the Central Office
- Ability to read chemical labels
- Desire to continue career improvements by enhancing skills and job performance

General Responsibilities:

- Maintain a high standard of safety, cleanliness and efficiency in all aspects of job
- Work overtime when emergencies arise in order to prevent disruption to the schools
- Respond to information requests in a cooperative, courteous and timely manner
- Keep information and records confidential
- Implement and follow all district health and safety policies, including all precautions of the Blood borne Pathogens Exposure Control Plan
- Perform other duties and assume other responsibilities assigned by the Custodian Supervisor or other administrative staff

Essential Functions:

- Provide a safe, attractive, comfortable and clean environment to ensure full and productive use of district facilities
- Assuring that appropriate surface and touch point cleaning and sanitizing protocols related to Covid are performed.
- Communicate effectively with all members of the school district and community
- React to change productively and handle other tasks as assigned
- Appropriately operate all equipment and machinery as required – including snow removal equipment
- Assist Custodial Supervisor in the ordering and inventory management of custodial supplies, materials and equipment
- Assist Lead Custodian and building administration with high priority tasks in the areas building maintenance and upkeep
- Ensure all activities conform to district guidelines
- Support philosophy and vision of USD 231

Physical Requirements/Environmental Conditions:

- Work in noisy and crowded environments
- Work indoors and outdoors, year-round
- Work in/around dust, fumes and odors
- Operate a variety of district vehicles
- Good physical agility which requires the following:
    - Frequent bending
    - Getting up/down from floor
    - Crawling
    - Bending
    - Stooping
    - Turning
    - Climbing
    - Balancing
    - Sitting
    - Standing
    - Walking
    - Kneeling
    - Reaching
- Physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 50 pounds, push up to 80 pounds and pull up to 125 pounds

Terms and Benefits:

- At will employment
- Non-exempt status
- Work terms and fringe benefits per Classified Employee Handbook and Board of Education Policy
- Rate of pay commiserate with education and experience
- 260 work days
- Evaluation per USD 231 Board of Education Policy
- KPERs retirement plan

Revised: August 2021

The Gardner Edgerton School District is an Affirmative Action, Equal Employment Opportunity Institution