

Custodian

Purpose Statement

The job of Custodian is done for the purpose/s of creating an attractive, sanitary and safe campus for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

Essential Functions

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Attends in service trainings (blood borne pathogens, cleaning solvents, floor care, first aid, etc.) for purpose of receiving information on new and or improved procedures.
- Cleans assigned school facilities (classrooms, offices, restrooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties.
- Greets individuals not known to be district employees, parents, etc. for the purpose of maintaining campus security.
- Maintains supplies and equipment (cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Performs minor maintenance and repairs (change light bulbs, replace washers, oil doors, etc.) for the purpose of ensuring safe and efficient use of facilities.
- Performs specialized semi-annual and annual cleanings (strips and waxes floors, moves furniture, cleans carpets, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Informs site personnel of any safety issues and/or proper maintenance of facilities and equipment.
- Repairs furniture and equipment for the purpose of ensuring that items are available and in safe working condition.
- Responds to immediate safety and/or operational concerns (facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Inspects school facilities for the purpose of ensuring that the site meets district standards for safety and cleanliness, and/or identifying vandalism, equipment breakage, weather damage, etc.
- Monitors students for the purpose of ensuring a safe and positive school environment and/or supervising student workers.
- Supports assigned site administrators (e.g. monitor students, courier items, supervise in-house suspension work crews, etc.) for the purpose of assisting them in their work activities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

Minimum Qualifications

Mental Requirements

Mental Requirement - Level B Sufficient to read and write technical information and instructions, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development is equivalent to completion of a high school curriculum.

Problem Solving - Level 1 Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 2 Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.

Social Requirements

Human Relations Skill- Level A Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Physical Working Conditions - Level 3 Frequent exposure to moderately hazardous conditions resulting in significant threat to health and safety. undesirable assignments.

Accountability

Level of Accountability -Level B Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

Organizational Impact - Level 1 Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Experience, Education, and Certifications

Experience: No job related experience is required.

Education: Less than high school

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 107

Work Calendar: Support 12 Month Long