



Greater Albany Public Schools

Custodian

Salary Level: See current CBA
Reports to: Facilities Foreman
Work Calendar: 260-day

Classification: Classified
Location: Varies
Shift: Varies

Position Overview: Perform a variety of custodial work in the upkeep of District buildings and facilities.

Responsibilities:

- Sweeping, scrubbing, waxing and polishing concrete, linoleum, tile, and wood floors.
- Vacuuming and shampooing rugs and carpets.
- Cleaning and dusting walls, furniture, woodwork and other equipment.
- Washing, scrubbing, and disinfecting rest rooms.
- Moving and rearranging chairs, tables, desks, furniture and other equipment.
- Performing minor repairs to buildings and fixtures, replacing light bulbs as necessary.
- Maintaining equipment used in the course of work.
- Correcting or reporting safety, sanitary and fire hazards.
- Securing locks on doors and windows of assigned buildings.
- Monitoring the evening building schedule and allows access to appropriate areas of the building; secures building after evening use.
- Locking down the building in the event of an emergency (during school hours).
- Performing routine ground keeping duties.
- Setting up, taking down, and arranging chairs, tables and related equipment for evening activities; directing visitors.
- May prepare supply orders.
- Directing visitors and safeguarding school property.
- Maintaining regular and consistent attendance and punctuality.

Minimum Requirements:

- High School Diploma, GED, or an equivalent combination of education, skills, and experience.
- Ability to understand and follow written and oral instructions and perform the required work independent of direct supervision.
- Ability to learn about various cleaning chemicals, solvents, and equipment used in custodial work.
- Some mechanical abilities to troubleshoot and perform non-complex repairs to power tools and equipment.
- Good physical condition to perform lifting (25 - 100 pounds), floor buffing, and other manual labor tasks.
- Ability to apply safe work practices in the performance of work.
- Ability to communicate effectively and work harmoniously with students, staff, administrators
- Ability to demonstrate standards of moral character and behavior to serve as an effective role model for students

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires moderate to extensive degree of physical stamina and frequent lifting up to 50 lbs. and occasional lifting up to 100 lbs. Ability to lift and move furniture, desks, shelving, staging and cleaning supplies. Ability to operate buffers, scrubbers, vacuum cleaners, lawn mowers and other equipment. Requires ability to climb ladders, stretching and bending to perform cleaning, repairs, painting, and cleaning of roofs, gutters and drains. Ability to walk to various locations within the school building and the grounds. Ability to work primarily in a standing position. Possible exposure to bodily fluids in cleaning due to student injury or illness. This work is done in a school or district building environment, and may include solvent or cleaning smells, and human body waste clean-up. On feet all day, with bending, lifting, standing, twisting, walking, kneeling, and climbing ladders. Must be able to lift up to 100 lb loads on occasion, and 50 lb loads repeatedly throughout the day. Safety equipment is available to be used. The noise level in the work environment is usually loud.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is primarily performed indoors in school buildings with outdoor instruction and supervision. This position involves working in close proximity to groups of children and adults. Evening and/or extended work hours may be required. This position may require traveling to multiple work sites.

Workplace Expectations: The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules. The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved. The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

Job Safety:

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or a safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

Anti-Discrimination Policy and Commitment to Diversity:

We believe that diversity is a strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified applicants.

Research shows that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications as described.

CANDIDATE STATEMENT: "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

Candidate Signature

Date