

JOB TITLE: GUEST CUSTODIAN

WORK DAYS PER FISCAL YEAR: Varies as needed (On-call/as needed position)

SUMMARY: The job of guest custodian performs custodial duties in the facility assigned to ensure a safe, clean learning environment for the students in the Highline School District.

CONTEXT AND MISSION: Highline Public Schools serves approximately 18,000 students in the communities of Burien, Des Moines, Normandy Park, SeaTac, and White Center in Washington State. In 2013, parents, students, community members, and staff at all levels of the district came together to develop a strategic plan that reflects our goals and dreams for our students. The plan was updated in 2018 to guide our work through 2023. The plan's promise is that *every student in Highline Public Schools is known by name, strength, and need, and graduates prepared for the future they choose.*

The strategic plan is centered on Our Promise. It includes five big goals for Highline students, supported by Our Foundation.

- **Equity.** *We will disrupt institutional biases and end inequitable practices so all students have an equal chance at success.*
- **Instruction.** *We will reduce achievement and opportunity gaps by using culturally responsive, inclusive, standards-based instruction.*
- **Relationships.** *We will know our students by name, strength and need and have open, two-way communication with students, families and community partners.*
- **Support.** *We will increase student success by supporting their social-emotional and academic needs.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain filters, belts, motors and other operating equipment for the building
- Maintain housekeeping equipment in a clean, good condition
- Lock inside and outside doors, set alarms
- Assist teachers and other staff with reasonable requests
- Coordinate custodial assignments necessary to facilitate building use.
- Perform minor maintenance repairs
- Maintain outside sidewalks and ground area to be clean and presentable
- Clean classrooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, and work areas.
- Sweep, scrub, wax and polish floors using brooms, mops, powered scrubbing and waxing machines.
- Clean rugs, carpets, upholstered furniture and draperies using vacuum cleaner.
- Dust furniture and equipment
- Clean school kitchen
- Wash walls, ceiling, and woodwork
- Wash windows, door panels, and sills
- Empty wastebaskets
- Transports trash and waste to disposal area
- Replenish bathroom supplies

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- Replace light bulbs

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and supporting student learning objectives.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High school diploma or GED equivalent

Completion of a 16 hour custodial in-service training or equivalent on-the-job training

Completion of Right-to-Know training

First Aid and CPR certificate

Valid Washington State driver's license and proof of insurance

CONDITION OF EMPLOYMENT:

Pass a post hire, pre-employment physical assessment test

Criminal background clearance

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

KNOWLEDGE OF:

Good housekeeping practices

Operation of cleaning equipment

Operation of routine yard equipment

Routine maintenance

Material Safety Data Sheets

Modern HVAC systems and controls

Use of computers and related software

School board policies and procedures

ABILITY TO:

Work independently with minimal supervision

Use equipment in a manner consistent with district training

Follow procedures specific to each location assigned

Complete 90% of the cleaning areas rated on the Building and Site Inspection report.

Read and write instructions and do basic math. (Addition, subtraction, multiplication and division)

Complete Operation's custodial training program and Right to Know training

Receive, understand and react accurately to verbal instructions

Cooperate and work with the staff and public.

Present a neat and clean appearance

Work in a confined space

Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Reports to Principal, Supervisor of Facilities, Operations Foreman, Lead Custodian, Assistant Lead Custodian

EVALUATION: This position will be evaluated by the Principal or designee based on performance of duties and responsibilities.

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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.

While performing the duties of this job, the employee is regularly required to stand, walk, bend neck, hear, see, handle, grasp, and reach objects. The employee frequently is required to lift and carry 15 lbs. The employee is occasionally required to lift and carry 53 lbs. The employee must be able to push a maximum force of 42 lbs and pull a maximum of 73 lbs. The employee frequently is required to bend/twist at waist, crouching/kneel, stoop, fine finger manipulation, and talk. The employee is occasionally required to climbing stairs and ladders, working at heights, balancing. Anything over the weight limits should be done as a two-person lift or with a mechanical lift.

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.

While performing the duties of this job, the employee regularly works in indoor conditions and occasionally works outdoors, in inclement weather, and near video display. The noise level in the work environment is usually moderate. The employee is expected to properly wear personal protection equipment when provided by the District.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

CLASSIFICATION HISTORY

Revised Condition of Employment section, 2021.12.09

Updated Context and Mission statement, 2020.09.21

Created by Human Resources, 2014.01.13

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: Executive Director of Student Support and Family Engagement, 206.631.3100, civilrightscordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Health and Social Services, 206.631.3011, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166