

***KENT SCHOOL DISTRICT
JOB DESCRIPTION***

CUSTODIAN

REPORTS TO: Building Operations Manager and Head Custodian

SUPERVISES: None

WORK PERIOD: 12 Month

UNIT CLASSIFICATION: AFT

PRIMARY PURPOSE:

The purpose of this position is to perform cleaning duties in assigned areas to assure clean and sanitary conditions in a building. Performs minor maintenance and repairs and checks security of building.

ESSENTIAL JOB DUTIES:

Maintains assigned areas of responsibility in a clean and sanitary condition.

Sweeps, mops, strips, and polishes floors; vacuums and spot cleans carpets; empties wastebaskets into dumpsters; cleans and empties trash cans; dusts and cleans working surfaces, walls, cabinets, furniture, fixtures, etc.; cleans and sanitizes rest rooms and kitchen including sinks, ovens, refrigerators, toilets, stalls, and dispensers; restocks supplies as needed.

Replaces light bulbs and makes minor repairs to building.

Washes windows and mirrors; sweeps sidewalks, stairs, and areas outside of building.

Sets up tables and chairs; moves packages; cleans premises.

Assures security of assigned areas and reports unusual occurrences to the head custodian or the security department as appropriate.

Reports building and equipment conditions and failures requiring repair or preventive maintenance.

Maintains custodial supply rooms and equipment in a clean and orderly manner.

Assists in monitoring and set-ups for community use activities.

Maintains a work environment that supports best resource conservation practices.

OTHER JOB DUTIES:

Moves supplies, furniture, and equipment as requested.

Maintains inventory of cleaning and restroom supplies.

Replaces the head/assistant head custodian during absences and performs the required duties of the position.

Serves as member of the building operations team of the building; performs related duties consistent with the scope and intent of the position as assigned.

WORKING RELATIONSHIPS:

Works with the head custodian to provide an efficient and effective cleaning service. Assists the security department as required. Assists maintenance department personnel when necessary.

WORKING CONDITIONS:

The daily work is performed both inside and outside the buildings and requires the use of ladders, machines, and equipment, such as scrubbers/buffers, wet-vacs, extractor, and related equipment. The work requires walking between two and six miles a day and working on slippery surfaces at various times of the years. The work is of a manual nature and requires the ability to walk, bend, stoop, crouch, climb, stand for long periods, twist, reach, push and pull, use far and near visual acuity, and lift weights from ten to fifty or more pounds to shoulder height. Weights over fifty pounds are lifted with proper safety equipment. Vacuuming requires the use of a backpack vacuum weighing eleven pounds when empty and sixteen pounds when full. The work exposes the employee to cleaning chemicals, fumes, and dust. Work requires adherence to established dress guidelines, which includes provisions for safety. Some positions may perform work on a graveyard shift. An employee may be required to work other shifts on short notice. All positions are required to work a day shift or modified shift to support team cleaning and resource conservation measures during non-school cleaning periods. Regular attendance is required.

QUALIFICATIONS:

Knowledge, Skills, and Abilities

Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

Knowledge of general cleaning and maintenance of buildings including spot cleaning carpets, mopping and waxing floors, and sanitizing kitchen and restrooms.

Knowledge of and ability to use commercial janitorial machines and power equipment, and chemicals used in cleaning.

Ability to clean building according to established standards of sanitation.

Ability to maintain effective working relationships with other employees and students.
Ability to understand and follow oral and written instructions.
Ability to work well in a team environment.
Ability to learn and follow proper safety precautions and procedures applicable to the work.
Ability to perform strenuous manual labor and to physically perform essential functions of the position.
Skill in the use and operation of cleaning equipment.
Skill in the use of internet, e-mail, MS Word, and Excel preferred.

Education and Experience

Graduation from high school (or equivalent) and some building custodial experience; or any equivalent combination of experience and training that would provide the applicant with the desired knowledge, skills, and abilities required to perform the work.

Licensing and Certification

None.

EVALUATION:

Evaluation responsibilities are assigned to the building operations manager with input from the head custodian.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

EEO CATEGORY:	Service/Maintenance
FLSA STATUS:	Non-Exempt

LAST REVISION DATE:	May 2000
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