



Job Title: DAY OR NIGHT CUSTODIAN

FLSA Status: Non-Exempt

Immediate Supervisor: Principal/Building Supervisor

Salary Schedule: Classified Personnel; Custodial

Terms of Employment: 260 Days/8 hours/Day

Job Goal: To meet the custodial needs of the school district required to ensure a clean, safe, and comfortable environment for the students, staff, and community of Las Cruces Public Schools.

Minimum Qualifications:

1. Verifiable work and character references
2. Possess valid NM driver's license
3. Pass background check

Preferred Qualifications:

1. High School Diploma or equivalent

Custodial Performance Responsibilities:

1. Opens and secures building(s) as required
2. Cleans the school/building as required each day under the direction of the lead custodian
 - a. Cleans and removes trash from halls, classrooms, restrooms, gym, shower rooms, locker rooms, cafeteria lunchroom, offices, staff lounges, auditoriums, courtyards, school/building grounds, parking lots as required each day
 - b. Mows and waters lawns, shrubs, and trees, removes weeds
 - c. Strips, mops, and waxes floors
 - d. Cleans walls, doors, windows, and display cases
3. Performs minor maintenance on routine basis
 - a. Cleans or replaces air filters
 - b. Replaces light bulbs
 - c. Checks fire extinguishers
 - d. Replaces electrical switch covers and plates
 - e. Tightens and adjusts loose door handles and closure regulator



- f. Performs other maintenance at the direction of the lead custodian or Custodial Field Supervisor
4. Performs daily inspection of buildings and grounds and reports maintenance repairs to Lead Custodian
5. Moves furniture, equipment, etc., sets up rooms for meetings, and serves as custodian at community functions held in the school
6. Removes broken glass where hazardous and replaces with emergency closure as needed
7. Adheres to District's adopted Code of Ethical Behavior
8. Keeps a neat and clean personal appearance
9. Responds to emergency situations when required
10. Works overtime when required
11. Communicates on a regular basis with Lead Custodian
12. Maintains good quality of work performance while demonstrating economic use of supplies and proper care of tools and equipment
13. Demonstrates safety precautions in job execution in order to minimize on-the-job accidents and follow proper safety procedures
14. Must comply with uniform requirements in accordance with the CSEC-LC/LCPS Agreement
15. Exhibits professionalism by maintaining good attendance and adhering to contract hours
16. Communicates and displays courteous and professional behavior toward the immediate Supervisor, School and District Administrators, staff and peers
17. Agrees to fulfill performance responsibilities in location(s) assigned
18. Complies with local, state and federal rules and regulations
19. Performs other tasks as assigned within the parameters of the job description and job analysis.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS:

Various types of equipment and tools including but not limited to wet/dry vacuum, floor buffer and/or burnisher, ride-on and/or walk-behind floor scrubber, upright and/or backpack vacuum, leaf blower, weed eater, as well as a variety of hand tools including but limited to electric drill, electric screw/nut driver. This position may call for the operation of a district vehicle.

WORKER TRAITS:

Aptitudes

- verbal ability required to understand oral and written instructions
- motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job



- manual and finger dexterity required to operate machines and equipment precisely and rapidly

EVALUATION

Performance of this position will be evaluated in accordance with the provisions of the CSEC-LC/LCPS Agreement on evaluation of classified personnel.

I accept this position offered and agree to the above job description.

Signature_____ Date_____

Print Name_____

Approved By_____ Date_____