

DAY OR NIGHT CUSTODIAN

SPA License Status:	<i>Non-licensed/No Contract</i>
SPA Probation:	<i>One Year</i>
FLSA Status:	<i>Non-Exempt</i>
Supervisor:	<i>Principal/Building Supervisor</i>
Supervises:	<i>None</i>
Salary Schedule:	<i>Classified Personnel; Custodial</i>
Terms of Employment:	<i>8 Hours / 12 Months</i>
Job Goal:	<i>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.</i>

Minimum Qualifications

- 1. Verifiable work and character references*
- 2. Possession of, or ability to obtain, a valid New Mexico Driver's License, reliable transportation and current auto insurance with minimum liability coverage*
- 3. Pass background check*
- 4. High School Diploma or equivalent*

Job Duties

- 1. Open and secure building(s) as required*
- 2. Clean the school/building as required each day under the direction of the lead custodian*
- 3. Clean and remove 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, mow and water lawns, shrubs, and trees, removes weeds, strip, mop, and wax floors, clean walls, doors, windows, and display cases.*
- 4. Perform minor maintenance on routine basis, clean or replace air filters, replace light bulbs, check fire extinguisher, replace electrical switch covers and plates, tighten and adjust loose door handles and closure regulator.*
- 5. Perform other maintenance at the direction of the lead custodian or Custodial Field Supervisor*

6. *Perform daily inspection of buildings and grounds and reports maintenance repairs to Lead Custodian*
7. *Move furniture, equipment, etc., sets up rooms for meetings, and serves as custodian at community functions held in the school*
8. *Remove broken glass where hazardous and replaces with emergency closure as needed*
9. *Adhere to District's adopted Code of Ethical Behavior*
10. *Keep a neat and clean personal appearance*
11. *Respond to emergency situations when required*
12. *Work overtime when required*
13. *Communicate on a regular basis with Lead Custodian*
14. *Maintain good quality of work performance while demonstrating economic use of supplies and proper care of tools and equipment*
15. *Demonstrate safety precautions in job execution in order to minimize on-the-job accidents and follow proper safety procedures*
16. *Must comply with uniform requirements in accordance with the CSEC-LC/LCPS Agreement*
17. *Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
18. *Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
19. *Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
20. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
21. *Evenings and weekend work may be required.*
22. *Perform such other tasks as may be assigned.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
4. *For further information regarding worker traits, please see attached job analysis*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of professional personnel.

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

Print Name _____

Signature _____ *Date* _____

Approved By _____ *Date* _____

