

JOB DESCRIPTION

Job Title: Custodian (Night)

Original Date: August 1985

Revised Date: May 2012

June 2015

June 2019

Reports to: Custodial Supervisor

Department: Facilities

Supervises: None

Basic Function and Scope of Responsibilities:

Provide students with a safe, attractive, comfortable and clean place in which to learn and develop.

ESSENTIAL FUNCTIONS:

- Assumes responsibility for the closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights and cooling or heating equipment is turned off.
- Cleans all chalkboards, whiteboards and trays at least once a week.
- Cleans corridors and halls daily.
- Dry mops or vacuums classrooms daily and dust furniture.
- Empties wastebaskets and trash containers daily. Pick up recycles, if applicable.
- Hoses and/or sweeps sidewalks, driveways, and steps as appropriate.
- Keeps all floors in a clean and attractive condition and in a good state of preservation.
- Keeps buildings and premises clean at all times, including, but not limited to: sidewalks, driveways, and play areas.
- Keeps windows, windowsills and blinds clean.
- Maintains supply of soap, toilet paper, paper towels, seat covers, and waxed sanitary bags.
- Moves furniture equipment within building as required for various activities and as directed by the Supervisor.
- Reports immediately to Supervisor any damage to school property.
- Reports major repairs needed and all maintenance issues to Supervisor.
- Requisitions needed custodial supplies from Supervisor in sufficient time to permit restocking without hindrance to the school's operation.
- Scrubs and disinfects toilet floors daily and clean all sanitary fixtures and drinking fountains daily.
- Perform other duties as may be assigned.

Reasonable accommodations may be made to individuals with disabilities.

***EDUCATIONAL REQUIREMENTS:** *(R) if required or (P) if preferred*

- High school diploma or equivalent (P)

***EXPERIENCE, AREA(S) OF STUDY, AND/OR LICENSURE(S):** *(R) if required or (P) if preferred*

- Have a valid Arizona driver's license (R)
- Valid fingerprint clearance card (P)

***KNOWLEDGE, SKILLS AND ABILITIES:** *(R) if required or (P) if preferred*

- Ability to acquire and apply new knowledge or skills for work. (R)
- Ability to act independently. (R)
- Ability to establish and maintain cooperative working relationships. (R)
- Ability to recognize own strengths and weaknesses. (R)
- Ability to work in a team environment, remaining attentive to ideas, recognizing responsibilities, and actively participating with others to accomplish assignments and achieve desired goals. (R)
- Knowledge of general disease prevention and control including all communicable diseases and related public health problems. (R)
- Skill to effectively manage time to meet operational needs and desired outcomes. (R)

*Such alternatives to the above as the Board may find appropriate and acceptable.

PHYSICAL ACTIVITIES AND VISUAL ACUITY:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The physical activities include: balancing, stooping, kneeling, crouching reaching, standing, walking, fingering, grasping, talking, hearing, repetitive motions.

The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

WORKING CONDITIONS:

- The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
- The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: Fumes, odors, dusts, mists, gases or poor ventilation.
- The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.
- The worker is required to function in narrow aisles or passageways.

TERMS OF EMPLOYMENT:

Non-Exempt: 11-months

Salary and employment terms based on the Classified Placement Chart as established by the Governing Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with District policy.

DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.