

Lewis-Palmer School District Position Description

Position Title: **High School Day Custodian**

Department: School Site

Reports To: Physical Plant Manager

Days: As assigned

Non-Exempt

SUMMARY: Work closely with the Physical Plant Manager to support day to day operations of the high school. Must be able to perform the tasks required to maintain a clean and safe learning environment for students and staff. Must be willing and able to work reliably and independently to carry out assigned tasks and work schedules. The typical base hours are Monday-Friday 6:00am-2:30pm, but will require early start time for snow removal as necessary. Occasional weekend shifts may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES REQUIRE THE ABILITY TO:

- Work with teachers and students on building needs.
- Cover operations as necessary in the absence of the Physical Plant Manager.
- Perform ongoing preventive maintenance and minor repair on plumbing, custodial equipment, building structure and hardware.
- Be responsible for building security possibly including on-call for after-hour emergencies.
- Lead by example in the areas of appearance, friendly relations with other school employees, courtesy to the public and renters.
- Understand and utilize email and word processing software daily.
- Maintain building and grounds security opening the building each school day.
- Remove snow from all walkways and apply snow melt as needed.
- Water plants, clean planter boxes, perform minor trimming and weeding.
- Rearrange and move furnishings, transport and deliver educational supplies.
- Operate vacuums, floor machines, buffers and carpet cleaning equipment.
- Understand and carry out both written and oral instructions.
- Maintain cooperative working relationships and harmony within the workplace.
- Other duties as assigned or required by the Physical Plant Manager.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED).

LICENSES: A valid Colorado Driver's License. Must be able to maintain a driving record which is insurable by the District's auto insurance company.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Being aware of surroundings, and recognizing potentially dangerous situations.

OTHER SKILLS and ABILITIES. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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.

Requires the ability to perform heavy physical labor, climb ladders and work in confined spaces. Requires considerable walking, standing stooping and bending, pushing and pulling mops, brooms and electric battery-powered equipment. Requires disposing of refuse and cleaning of school fixtures. Also requires occasional outside window washing and sweeping of walks. Requires lifting up to 50 pounds frequently and carrying objects weighing up to 25 pounds. Requires the ability to read English and recognize chemical cleaning labels. Requires exposure to harsh cleaning and disinfecting agents and toxic chemicals. Must be able to properly select, mix and apply cleaning agents appropriate to the task. Requires exposure to contaminated wastes and possibly some bodily fluids. Requires use of mechanical equipment requiring full manual dexterity, eye-hand coordination and alertness. Removal of snow by plow, blower and/or shovel.

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.

Combination of office, classroom environment and mechanical rooms. Frequent exposure to dirty and unsanitary conditions. Frequent exposure to cleaning fluids and toxic materials. The noise level is generally low to moderate.

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