

# MULVANE SCHOOL DISTRICT

## JOB DESCRIPTION - CUSTODIAN

**Purpose:** The Custodian provides a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. To accomplish these tasks, the Custodian must work closely with the staff and administration of the district.

**Responsible to:** Head Custodian

**Classification:** Non-Exempt

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Valid Kansas driver's license.
3. Health and Inoculation Certificate on file in the central office (after employment offer is made).
4. Ability to understand chemical hazards.
5. Ability to work independently without supervision.
6. Experience and knowledge in the areas of electrical, maintenance, and carpentry.
7. Ability to manually lift a maximum of 60 pounds.
8. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Responsible accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to provide a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities.
2. Ability to communicate and work effectively and cooperatively with members of the school district and community.
3. Ability to react to change and frequent interruptions in a productive and positive manner, And handle other tasks as assigned.
4. Ability to operate all equipment and machinery as required.
5. Ability to work to implement the vision and mission of the district.

### **Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials, maximum of 60 pounds.
2. Requires stooping, kneeling, crawling, bending, turning and reaching
3. Ability to move furniture or equipment within the building as required.
4. Must work in and around dust, fumes, and odors.
5. Must work indoors and outdoors year-round in a variety of temperatures.
6. Must occasionally work in noisy and crowded environments, with numerous interruptions.

### **General Responsibilities:**

1. Ability to keep building and premises (including sidewalks, driveways, and play areas) neat and clean and safe at all times.
2. Ability to clean classroom and office floors daily. Dump pencil sharpeners. Dump trash and replace bags. Dust furniture. Line up desks. Clean blackboards, erasers, and chalk trays. Clean classroom sinks and monitor fountains for leaks.
3. Ability to clean corridors each day. Dust locker tops, wash and repair as needed. Clean drinking fountains daily.
4. Ability to mop restroom floors and clean all sanitary fixtures daily. Clean mirrors. Fill soap, towel, and toilet paper dispensers. Check restrooms after recess, lunch, and after assemblies.
5. Ability to sweep bleachers, stage, and stairs. Clean behind bleachers and mop as needed.
6. Ability to replace light bulbs as needed throughout the building. Remove gum, tape, and marks from floor and walls. Dust walls as needed. Clean air return and vent louvers as needed. Dust window ledgers. Buff and recoat floor as needed. Wash windows inside and outside at least twice each year, and more frequently if necessary.
7. Ability to open and close buildings each school day. Secure building. Doors may need to remain locked from the outside in certain areas.
8. Ability to sweep, shovel, and sand walks as appropriate.
9. Ability to raise the United States flag, Kansas flag, and where appropriate, the DARE flag before school commences and take down the same after school closing.
10. Ability to check emergency lights and fire extinguishers, fill in date and initial the tag.
11. Ability to check daily to ensure all exit doors are open and all panic bolts are working properly during the hours of building occupancy.

**JOB DESCRIPTION – CUSTODIAN CONTINUED...**

- 12. Ability to ensure all doors and windows are secured and all lights are turned off (except as necessary for safety reasons) at the close of school each day.
- 13. Ability to immediately report unauthorized persons on the school premises to the principal.
- 14. Ability to immediately report damaged school property to the principal.
- 15. Ability to make minor building repairs, and promptly report needed major repairs to the buildings and grounds supervisor.
- 16. Ability to observe and follow all school district policies at all times.
- 17. Ability to respond to information requests in a cooperative, courteous, and timely manner.
- 18. Ability to keep student and personnel information and records confidential.
- 19. Ability to implement and follow all health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- 20. Ability to perform other duties and assume other responsibilities as assigned by the building and grounds director, principal, custodial supervisor, or other administrative staff.

**Term of Employment:** At will

**Evaluation:** Performance effectiveness will be evaluated in accordance with Board of Education Policy

This job description was reviewed with me and I understand that nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

BOE Approval \_\_\_\_\_ Date \_\_\_\_\_

# MULVANE SCHOOL DISTRICT

## PERFORMANCE APPRAISAL - CUSTODIAN

**Employee Name:** \_\_\_\_\_ **Date Hired:** \_\_\_\_\_  
**Period Covered by This Appraisal:** \_\_\_\_\_ **Evaluator Name:** \_\_\_\_\_

**Instructions:** Complete this Performance Appraisal for the above employee. Please write legibly. Do not use pencil. Please review the entire document carefully before beginning. Illustrate specific, detailed examples of goals, results and job related behavior since the last appraisal. Ratings must support and be substantiated by narrative comments. Continue comments on a separate sheet if needed. Completed appraisals will be reviewed before discussing with the employee to evaluate ratings and comments to ensure objectivity, lack of rater errors, and consistency. After approval, the appraisal will be reviewed with the employee. It is important to establish agreed upon objectives for the next year as well as training plans for each of your staff. Where ratings are not specifically defined, use the following rating scale:

### PART 1: PERFORMANCE ATTRIBUTES

	Meets	Does Not Meet
<p><b>Job Knowledge:</b> Knowledge of techniques, skills, equipment, procedures, and services provided. The degree of understanding the job and related functions. Demonstrates competence in required skills and knowledge.</p>		
<p><b>Cooperation:</b> Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures. Interacts with internal and external customers with cooperativeness, tact and courtesy.</p>		
<p><b>Communication Skills:</b> Transmits verbal and written information, ideas, and instructions so they are clearly understood. Demonstrates a level of listening skill such that customer and co-worker needs are understood and resolved. Communicates respect for and recognition of the contributions of individuals at all levels of the organization.</p>		
<p><b>Quality of Work:</b> Freedom from errors and mistakes. The extent to which accuracy, clarity, consistency and thoroughness of work are demonstrated in daily work.</p>		
<p><b>Judgment:</b> Makes timely, sound decisions by careful study of available facts and options. Exhibits appropriate levels of autonomy in judgment and decision making. Exercises good judgment under conditions of uncertainty and limited information.</p>		
<p><b>Quality of Work:</b> The extent to which the expected volume of work is accomplished quickly and accurately. Deadlines are met. Exceeds customers' expectations.</p>		
<p><b>Initiative:</b> The ability to plan work and to go ahead with a task without being told every detail, and the ability to make constructive suggestions. Self-starting and assumes responsibilities when specific directions are lacking. Able to follow through on assignments and take appropriate action with the appropriate amount of supervision for this position.</p>		
<p><b>Problem Solving:</b> Identifies problems and defines alternative solutions. Analyzes alternative solutions to determine the best course of action. Considers a broad range of internal and external factors when solving problems.</p>		
<p><b>Reliability:</b> The extent to which the employee can be depended upon to be willing to work, do it properly, and complete it on time. Faithfulness in coming to work daily and conforming to scheduled work hours.</p>		
<p><b>Time Management:</b> The ability to prioritize and plan work and activities, to utilize time efficiently, and to set effective goals and objectives.</p>		

*Performance Examples:*

### PART 2: COMPETENCIES

Knowledge/Skills/Abilities	Meets	Does Not Meet
<ul style="list-style-type: none"> <li>Ability to keep building/premises (including sidewalks/driveways/play areas) neat, clean &amp; safe at all times.</li> </ul>		
<ul style="list-style-type: none"> <li>Ability to clean classroom &amp; office floors daily. Dump pencil sharpeners &amp; trash, replace bags. Dust furniture. Line up desks. Clean blackboards, erasers, &amp; chalk trays. Clean classroom sinks &amp; monitor fountains for leaks.</li> </ul>		
<ul style="list-style-type: none"> <li>Ability to clean corridors &amp; drinking fountains each day. Dust locker tops, wash &amp; repair as needed.</li> </ul>		

