

ALLEN PARK PUBLIC SCHOOLS

TITLE: Afternoon Custodian
LOCATION: 17411 Champaign rd. Allen Park MI. 48101
REPORTS TO: Director of Maintenance and Transportation
DATE: Internal:
CLOSING DATE: External: Until Filled

QUALIFICATION REQUIREMENTS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Receives instructions and directions from the Director of Maintenance and the building principal or their designated representative.
- Cleaning Functions: Sweep, mop, vacuum, scrub, and refinish floors
- Clean, dust and polish furniture; wash windows and walls
- Clean restrooms; dispose of trash, change lights, etc.; make certain all areas of the building are kept in a clean, sanitary and orderly condition according to district standards
- Pick up litter within the schools and on school grounds
- Will be required to set up areas for use or perform any and all custodial duties as situations arise.
- Responsible for monitoring, storing, dispensing and inventorying of on-site custodial equipment and supplies, ensuring proper worker safety and efficiency. Will make/and or coordinate repairs of equipment as needed.
- Complies with all safety factors required for the job
- Will perform custodial duties in assigned area and direct and help others during absences.
- Performs minor repair and maintenance as authorized by district maintenance staff
- Responsible for recording labor and material used to complete the job (includes use of computers for work order system)
- Will communicate with the community, administration and instructional staff to ensure smooth operation of the facility and positive community relationship.
- Assure safety during inclement weather, including: snow removal from sidewalks and entry ways, shoveling, salting and providing slip protection on wet floors
- Responsible for building security systems, making sure all doors are locked, chemicals are properly stored and building alarms are set.
- Required to be available at any time to do a bus run even if it succeeds the scheduled eight hour day.
- Assist with other areas of custodial services as directed or assigned
- Regular and predictable attendance
- Other duties as assigned by the director or maintenance office

EDUCATION AND EXPERIENCE:

- High School diploma, GED, or equivalent
- Must have Asbestos Awareness Training
- Must hold a CDL Class "B" License (With "P&S" Endorsements) or willing to obtain

KNOWLEDGE, SKILLS AND ABILITIES:

- Maintain a good attendance record and job commitment
- Applicant shall have such training, skills, and experience necessary to perform the requirements of the position
- Must possess applicable knowledge of equipment and materials associated with the general care of the building and athletic program activities
- Must have a good working knowledge of mechanical equipment
- Must possess skills as to provide for the proper maintenance of all equipment connected to job assignment
- Must be able to follow oral instructions, written directions, and work in a team atmosphere

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.*

While performing the duties of this job, the employee is frequently required to move around the District and occasionally remain in a stationary position. The employee frequently is required to inspect equipment and use the necessary tools to repair that equipment. The employee must also be able to position self to work on miscellaneous equipment. The employee must frequently move up to 50 lbs and/or individually push or pull up to 100 lbs. Individual must be able to inspect equipment from all distances and be aware of surroundings. The employee must occasionally determine where sounds are coming from and detect noises. Employee must pass all District and Federal pre-employment requirements.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with staff and occasionally with students and the public. The employee is directly responsible for the maintenance of all districts building components, office machines, instructional and custodial equipment.

EVALUATION:

Job performance is evaluated in accordance with district guidelines.

TERMS OF EMPLOYMENT:

The hourly rate, length of the workday and the number of workdays is based on the AFSCME Local 142 bargaining agreement.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. Allen Park Public Schools is an Equal Opportunity Employer.