

Primero School District RE-2 Substitute Custodian (51)

JOB POSTING

Job Details

Title

Substitute Custodian

Posting ID

51

Description

Title: **CUSTODIAN**

Definition: The Custodian performs routine cleaning and maintenance work inside and outside of school buildings/facilities and completes related work as required in order to maximize the learning and working environment.

Qualifications:

1. High school diploma or GED
2. Preferred five years of related experience in construction, building maintenance, mechanical systems, environmental regulatory requirements, and grounds.
3. Effective reading, written, and oral communication skills required
4. Ability to learn to use cleaning materials and equipment with skill and efficiency
5. Ability to perform heavy physical labor, frequently lifting 100 lbs. and carrying 50 lbs.
6. Ability to understand and follow a work schedule
7. Ability to adjust work schedules to meet unusual conditions
8. Effective technology skills to communicate via email
9. Maintains Colorado Driver's License and District vehicle certification

Chain of Command: Facilities and Maintenance Director, Direct Supervisor
Building Principal
Superintendent

Conflict Resolution: Human Resource Manager

Job Goals: To provide a safe, clean, learning environment for students and staff, and to maintain optimum condition of buildings and facilities.

Professional/Ethnical Responsibilities:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positive approach
4. Reliability/Punctuality
5. Detail oriented
6. Timeliness in respect to deadlines
7. Integrity and Respect
8. High regard for student learning and progressive educational endeavors
9. Self motivated and able to work independently
10. Collaborate and able to work in a team setting
11. Take pride in your work

Responsibilities and Duties:

1. Working from a prepared work schedule, sweeps, scrubs, waxes, and polishes concrete, tile, and wood floors according to environmentally sound and safe procedures.

2. Cleans offices, nurse area, faculty rooms, classrooms, shop buildings, gymnasiums, libraries, recreation rooms, dining rooms, cafeterias, hallways, ramps, and stairways according to environmentally sound and safe procedures.
3. Cleans and dusts furniture, woodwork, hall lockers, etc.
4. Monitors building systems to insure efficient function and maintenance of health and comfort requirements.
5. Routinely checks fire extinguishers and other equipment, noting and reporting any observed conditions that may need additional attention beyond the custodial scope of work.
6. Washes, scrubs, and disinfects restrooms and shower rooms according to environmentally sound and safe procedures.
7. Cleans windows.
8. Cleans drinking fountains.
9. Cleans and polishes metal work, such as door panels and hand railings.
10. Empties and cleans waste containers.
11. Assists in moving or rearranging chairs, tables, desks, furniture, and other equipment.
12. Replaces light globes.
13. Makes minor repairs or adjustments to school equipment and throughout facilities.
14. Maintains equipment used in the course of work noting and reporting any observed conditions that may need additional attention beyond the custodial scope of work.
15. Removes snow from sidewalks and other areas as assigned. Apply salt to icy areas.
16. Reports safety, sanitary, and fire hazards.
17. Collects trash, sweeps sidewalks, picks up trash outside of buildings.
18. Assists in the restoration of buildings and grounds during summer break.
19. Unlocks buildings and gates daily, as required.
20. Reviews inspection reports and safety requirements for non-compliance and conducts the necessary repair or action required to achieve compliance.
21. Operates buffers, scrubbers, and vacuum cleaners.
22. Submits requisitions to maintain an adequate supply of materials.
23. Cleans up, boards, and/or calls for replacement of broken windows.
24. Picks up broken glass and other debris.
25. Removes graffiti.
26. Along with the supervisor, inspects buildings, equipment, and grounds and determines the work needed to maintain them.
27. Does minor maintenance.
28. Prepares reports as required.
29. Maintains storage area for equipment, materials, and supplies.
30. Performs routine grounds maintenance and gardening work; operates power-driven grounds maintenance equipment; does related work as required.
31. Maintains athletic fields and playground equipment.
32. Inspects playground equipment on a daily/monthly schedule.
33. Loads and unloads materials and equipment.
34. Carries out directions of immediate supervisor as a first priority.
35. Set up and tear down for special events.
36. Attends periodic training as required by supervisor(s) and District.
37. Ability to operate maintenance equipment.
38. Mow, edge, trim, shape, prune, and maintain trees, shrubs, lawns and landscaped areas.
39. Check and ensure regular servicing and maintenance of power, hand tools, and equipment. Report any deficiencies to supervisor.
40. **PERFORMS OTHER DUTIES AS ASSIGNED.**

Terms of Employment:

1. Twelve month work year.
2. 40 hour work week, flexible schedule as determined by supervisor.
3. Salary and benefits to be determined by the Approved Classified Salary Schedule.

Evaluation:

Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation.

Substitute

http://primeroschool.org/media/EDocs/Primeros_Certified_Salary_Schedule_1415.pdf

Shift Type

Salary Range

Location **Primero School District**

Applications Accepted

Start Date **10/12/2020**

Job Contact

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