

ST. CHARLES PARISH PUBLIC SCHOOLS
Custodian

Job Title: Custodian
Position No.: PPS - 10
Salary Grade: Steps 0-6
Work Year: 260 Days, 8.0 Hours/Day
FLSA Status: Non-Exempt
Department: Specific School or Central Office Based
Reports To: Appropriate Principal(s) or Supervisor of Physical Plant Services

PURPOSE STATEMENT – The job of Custodian is done for the purpose/s of maintaining the clean, safe and secure environment of the school or buildings, ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

ESSENTIAL DUTIES

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, walkways, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Performs summer maintenance (e.g. strip/wax floors, moves furniture, painting, etc.) for the purpose of completing and/or facilitating summer construction.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Replenishes classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supervises summer workers, from high school and special education, for the purpose of providing direction, enabling young people to learn skills and assist in summer cleaning of site.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.

OTHER FUNCTIONS

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PROFESSIONAL ATTITUDE AND CONDUCT FACTORS

Quality of Work-attention to detail and accuracy of work produced

- Completes tasks, reports, and documents accurately according to specified timelines and expectations
- Makes wise and appropriate decisions after identifying and analyzing relevant information

Availability-punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary

Communication Skills-both verbal and written work is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others
- Writes and speaks clearly and concisely so that the message is understood
- Uses active listening skills
- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments
- Demonstrates skill in giving and receiving feedback

Interpersonal Skills-works cooperatively with colleagues, students, parents and vendors

- Accepts and recognizes the value of the contribution of others
- Promotes and supports a culture of inclusion, diversity, dignity, and fairness for all stakeholders.
- Accepts and uses constructive feedback
- Attends and constructively participates in meetings and professional development activities
- Treats all stakeholders in a respectful and helpful manner
- Develops leadership and responsibility in colleagues and students if applicable

Personal Impact-presentable, appropriate appearance for position, represents district positively

- Dresses for success according to job responsibilities
- Displays confident posture and maintains self-control
- Consistently demonstrates customer excellence standards
- Demonstrates positive support through actions and words as ambassadors of the schools and districts
- Develops and maintains a safe and caring environment for all of our customers

Productivity-performs work efficiently, on time, effectively uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions
- Minimizes bias in self and others and accepts responsibility for his/her own actions

Teamwork-works with fellow employees in harmony without creating stress

- Cooperates with building and district staff in planning and evaluation

Adaptability-accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor
- Cooperates with administration in the performance of additional duties

Policy-follows Board Policy and Procedures

- Adheres to laws, Board Policies and Procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately
- Adheres to ethical, legal and professional standards
- Refrains from revealing confidential information

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, products, etc.; basic keyboarding; basic education skills; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific Ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; there is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling some climbing and balancing frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 50% walking, and 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Education and Training – High school diploma or equivalent.

Experience – Job related experience is desired.

Certificates and Licenses-

Continuing Educ. / Training- Pest Control Management

Employee's Signature

Date

Revised
7/2021

Supervisor's Signature

Date