St. Vrain Valley School District

JOB DESCRIPTION

Job Title:	**Custodian**	FLSA Status:	**Non-Exempt**
Job Family:	**Custodial Services**	Pay Range:	**4**
Pay Program:	**Classified**	Work Year:	**248 days**
Prepared/Revised Date:	**October 2020**		

SUMMARY: Responsible for overall cleanliness, sanitation, security, safety and maintenance of assigned building, grounds and equipment. Assist daily with community, students and staff of the building with scheduled activities. Works to ensure the school building and grounds is safe, clean and sanitary. Attend work and arrive in a timely manner, follow correct department call in process. Provide high level of customer service for community activities and school events, including setup/tear down.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Perform cleaning duties including dust and polish light fixtures, office furniture and trim; empty wastebaskets and transport trash and recycle materials to disposal area; wash walls, ceilings, woodwork, windows, door panels, and whiteboards; sanitize restrooms, drinking fountains, and locker rooms; replenish bathroom supplies and light bulbs; vacuum, sweep, scrub, wax and finish floors; and clean carpet, upholstered furniture and draperies. Ensure cleanliness of classrooms, hallways, cafeteria, gymnasium, media center, locker rooms, auditoriums, stadium, athletic fields, lobbies, lounges, corridors, elevators, stairways, storage areas and other work spaces.	D	53%
2. Work with and assist students, staff and outside groups using the building for programs, special events or assemblies. Perform set up and tear down of tables, chairs, and audiovisual equipment; assist with training users on equipment as needed; and troubleshoot equipment problems. May lock/unlock areas for access for building use and events. Maintain custodial support for activities on the weekends. Be available and respond to changes to activity schedule. Help direct and train outside contractors. All high school employees are required to work graduation.	D	10%
3. Supervise students as requested by the principal, during school and after school. Set up safety cones and assist with afternoon dismissal of school. Required to perform at Head Custodian level to help support leave.	D	10%
4. Respond to fire and burglar alarms. Perform daily/nightly safety sweeps to ensure that the students, staff and visitors are safe checking for safety hazards. Report any safety concerns and work with staff and emergency personnel on all safety issue during shift. Knowledge of where the gas, water and electric shut offs are.	D	3%
5. Maintain exterior of building as requested including distribute sand, shovel snow, clean outside doors and lighting. Assist with snow removal.	D	3%
6. Perform minor maintenance repairs and building/facility modifications such as repairing, moving or assembling furniture; repairing custodial equipment; touch up or cover up painting; hanging teaching aids, ect. Report maintenance request for repairs and modification requests.	D	3%
7. Communicate with Head Custodian and Supervisor regarding issues and supplies needed for building.		3%
8. Perform building operational checks including inspections for hazards, graffiti and vandalism. Record and report work order information to the Head Custodian for repair or replacement. Perform cleaning and monitor restrooms throughout night to ensure health and safety standards are met. Follow universal precautions and sanitations procedures when handling cleanup of bodily fluids. Unclog plumbing and waste traps as needed. Maintain current on training for 40' high lift, ladders, bodily fluids, sexual harassment.	D	3%
9. Open and close building and raise and lower flag. Ensure all doors and windows are secure and all lights turned off. Keys and scan cards are to be secured in your position at all time, never load to anyone and should only be used to conduct District business when scheduled.	D	2%
10. Request building supplies for building staff. Receive, unpack, store and deliver instructional material and custodial supplies to appropriate staff member or storage area.	D	2%
11. Perform other duties as assigned.	Ongoing	8%
	TOTAL =	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school
- Experience preferred in custodial work
- Good communication skills required; basic computer skills preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator. Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of custodial equipment preferred at hire; required within 1year of hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	Head Custodian, Custodial Manager, Custodial Supervisor

	POSITION TITLE	**# of EMPLOYEES**
Direct reports:	Substitute custodian, student sweeper, community representative	2

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	