

**SNOQUALMIE VALLEY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: **Assistant Custodian**  
Reports to: **Director of Operations**  
Directed by: **Director of Operations**  
Work Year: **School Year**

FLSA Status: **Non-Exempt**  
Classification: **Classified-PSE**  
Supervises: **None**  
Salary: **As Stated in Schedule**

**Position Summary:** Performs housekeeping services, maintenance duties, and secures the building as required and also provides support for staff and community events.

**Qualifications Required:**

- Detail oriented; possess strong initiative and excellent organizational skills.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

**Qualifications Desired:**

- One or more years of previous custodial experience, preferably in a public school setting or related learning/development environment.
- Familiarity with work order management and facilities scheduling software.

**Essential Functions and Responsibilities:**

1. Addresses day to day custodial needs with other Custodians.
2. Assures completion of all housekeeping services throughout the building.
3. Maintains District standards of cleanliness.
4. Advises Head Custodian on supplies and materials needed by all Custodians.
5. Addresses regular maintenance needs to Head Custodian for entry into work management system.
6. Requests, through the proper channels, maintenance repairs that cannot be performed by the building Custodians.
7. Coordinates own work schedule with other Custodians in cases of absence (illness, vacation, etc.) or severe weather conditions.
8. Coordinates other needs with administration.
9. Assists in delivery of supplies and materials.
10. Performs custodial duties unique to the school and coordinates custodial assignments necessary to facilitate appropriate building use.

**Nonessential Skills and Experience:**

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Success Factors/Job Competencies:**

1. Demonstrated ability to effectively establish work priorities, and to make independent decisions.
2. Demonstrated ability to work on multiple tasks simultaneously.
3. Demonstrated ability to work effectively under pressure while maintaining a high level of productivity.
4. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
5. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
6. Demonstrated ability to interact tactfully and positively with students, staff, and parents and maintain effective working relationships with a variety of people.
7. Demonstrated professionalism through conduct, punctuality, and minimal absences.
8. Demonstrated ability to adapt to a variety of working situations and learn new skills.
9. Demonstrated ability to follow oral and written directions, yet exercise independent and appropriate judgment.
10. Demonstrated strong initiative and self-motivation.

**Physical Demands and Work Environment:** The physical demands and work environment characteristics described here 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 Demands:* Majority of the time spent walking throughout building; using stairs and/or elevator; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 50 lbs; occasional sitting at computer, utilizing keyboard.
- *Work Environment:* Conditions vary, depending on location within and outside of building, with occasional high noise level and varying light levels; occasionally may use ladders, power tools, scrubbers, vacuums; may wear basic PPE (rubber gloves, ear protection, goggles).

**Performance Standards:** The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of classified employees.

**Approval/Revision Date:** November 23, 2022

**General Sign-off:** The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.