



Thompson School District Classified Job Description

Job Title: Custodian – 260 Days **FINAL**
Revised Date: October 2018
Department: Custodial
Reports To: Lead Custodian
Benefits include: Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschoools.org to learn more.

SUMMARY Clean, maintain and secure an area within assigned school district building and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Vacuum classrooms, halls and door mats.
- Sweep and mop rooms, stairs and halls
- Clean and sanitize bathroom and/or locker room sinks, toilets, urinals and floors.
- Secure building.
- Empty trashcans, pencil sharpeners and clean chalkboards.
- Set up and clean up after activities.
- Clean bathroom and/or locker room mirrors, paper towel holders and stall walls.
- Clean desktops, countertops, tabletops and classroom sinks.
- Dust furniture, computers, televisions, windowsills and tops of lockers.
- Clean front of lockers.
- Maintain cleaning and other equipment.
- Remove snow from entryway and sand steps or entryway.
- Replace light bulbs as needed.
- Clean windows, walls, light fixtures and furniture extensively.
- Strip, wax and buff floors.
- Move furniture or equipment.
- Shampoo carpet extensively.
- Perform other duties as assigned.

JOB QUALIFICATIONS:

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.

KNOWLEDGE, SKILLS, and ABILITY:

- Basic math, writing and communication skills.
- Ability to follow directions and operate vacuum.
- Operating knowledge of buffers, shampooer and auto scrubber preferred at hire.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities. Acts a resource for visitors to school by providing directions; signing for packages and answering questions.

EDUCATION AND TRAINING: High school diploma or equivalent preferred, or equivalent combination of education and experience.

EXPERIENCE: 0 – 2 years experience in custodial work, preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required for assignments that do not require use of a district vehicle. Must possess and maintain a valid Colorado Driver's license is required for traveling positions in which a district vehicle is assigned.

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands 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 DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk and use hands to finger or feel. The employee frequently is required to reach with hands and arms, stoop, kneel, or crouch. The employee is occasionally required to sit; climb or balance; talk or hear. The employee must regularly lift and/or move up to 20 pounds frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.