



Tolleson Union High School District #214
Custodian I

Purpose

The job of Custodian I is done for the purpose of maintaining an attractive, sanitary, and safe facility for students, staff, and community.

Qualifications

Required:

1. High School Diploma or General Educational Development diploma (GED).
2. Must possess and maintain a Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
3. Must be at least 18 years of age.
4. Ability to maintain appropriate interpersonal relations with students, parents, and other staff of the district.
5. Ability to organize/schedule own work and prioritize work based on the Districts' need and level of urgency.
6. Proficient in the use of manual and power tools/equipment.
7. Ability to maintain records and equipment.
8. Knowledge of the use of personal protection equipment (PPE).
9. Ability to receive direction on projects/tasks as designated.

Preferred:

1. Bilingual in English and Spanish.

Essential Functions

1. Assists in sanitation control, security, and safety hazards for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
2. Clean classrooms, hallways, restrooms, offices, special area rooms, locker rooms, and other areas to maintain in a sanitary, safe, and attractive environment.
3. Clean, check and fill all soap and paper dispensers. Dispense to verify in operating condition.
4. Clean, disinfect and polish all drinking fountains, sinks and countertops.
5. Empty all pencil sharpeners.
6. Dust and spot clean all furniture, fixtures, equipment, and accessories.
7. Wipe down students' desks, lab desks. Wipe down teacher's desk only if cleared off.
8. Sanitize door hardware.
9. Clean exterior/interior glass of all buildings and classroom door entries and partitions.
10. Empty all trash containers, replace liners, and carry trash to pick up areas for maintaining a clean and sanitary facility.

11. Sweeps, dusts, vacuums, scrubs, waxes, and polishes floors for maintaining a sanitary, safe, and attractive environment.
12. Wash windows, wall, woodwork, and other equipment for maintaining a sanitary, clean, and attractive facility.
13. Interior and exterior graffiti will be noted/reported with removal of interior graffiti.
14. Reports safety hazards and needs for major repairs to supervisor for identifying necessary repairs due to vandalism equipment breakage, weather conditions, etc.
15. Responsible for building security for minimizing property damage, equipment loss and potential liability to organization.
16. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills based on competencies required to satisfactorily perform the functions of the job include: prioritizing and maintaining vehicles and equipment to provide safe operations; composing and maintaining basic original documents including reports and correspondence; following directions and meeting standards; comprehending reference books and manuals; operating assigned tools and equipment, with reasonable knowledge; and interpreting and applying applicable laws, codes, regulations, and standards.

KNOWLEDGE is required to perform basic math, read, follow instructions, and understand written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job include: standard practices, methods, and materials of assigned work; occupational hazards and applicable safety principles and practices; safe uses and properties of supplies and equipment; reading technical manuals, schematics, and instructions; applicable federal, state, and local laws, codes, regulations; customer service principles; specialized equipment relevant to area of assignment; modern office technology; utilizing a computer and relevant software applications; and utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, the public and others to sufficiently exchange or convey information and to dispense work direction.

ABILITY is required to schedule activities and/or meetings, gather and/or collate data, and consider a number of factors when using equipment. Flexibility is required to manage others in a variety of circumstances, work with data utilizing defined and similar processes, and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals, work with similar types of data, and utilize job-related equipment. In managing others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation as well as problem solving with equipment. Specific ability-based competencies required to satisfactorily perform the functions of the job include: managing a diverse group of individuals, maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information and frequent interruptions; and adapting to changing priorities.

Responsibility

Responsibilities include: working independently using standardized procedures, providing information and/or advising others, and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continuous opportunity to affect the organization's services.

Working Environment

The methods of performing the job's functions require the following physical demands: positioning in this environment which typically require sitting, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. The employee must frequently lift and/or move up to 50 pounds, and occasionally move up to 120 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Generally, the job requires 70% standing, 15% walking, and 15% sitting. Working conditions may require work to be performed in both the field with extreme weather conditions and in an indoor environment with minimal temperature variations and some hazardous conditions. The noise level in the work environment is usually moderate but can reach high levels.

Responsible to:	Plant Manager or Custodian III – Night Lead
Terms of Employment:	Twelve-months, full-time
Evaluation:	This position will be evaluated annually as outlined in Governing Board Policy.
FLSA Status:	Non-Exempt
Salary Range:	Support Staff Initial Placement Salary Schedule, Grade 10
Board Approval:	5/28/2024 (Revised)