JOB DESCRIPTION
CUSTODIAN
PLANT OPERATIONS

JOB DESCRIPTION CREATION / REVISION DATE: 7/11/17

POSITION TITLE: Custodian – Middle School – Nights (Grade 1 / Classification 12)

DEPARTMENT: Plant Operations

REPORTS TO: Coordinator of Custodial Services

SUPERVISES: N/A

POSITION GOAL(S):
Provide custodial coverage and support for evening school events and rental programs, perform minor maintenance tasks in areas occupied during the day, and complete scheduled custodial duties. Responsible for building cleanliness, security, and safety during scheduled events and at the end of the shift.

JOB DUTIES / ACCOUNTABILITIES:

1. Custodial duties, including, but not limited to, mopping, sweeping, floor stripping and waxing, carpet cleaning, restroom cleaning and maintenance, ceiling tile and light replacement, uninvent and filter changes, furniture repair and assembly/adjustment, locker repairs, minor painting, trash removal, graffiti removal, and daily and special event set ups.

2. Responsible to check building systems nightly and notify head custodian and/or Plant Operations of problems.

3. Maintain a status of “On Call” for building emergencies, break-ins, fire, and security alarms. When contacted, assesses and takes appropriate measures to deem the building secure and operational, notifying/updating appropriate staff of ongoing status of situation.

4. Assist head custodian with ordering and inventory of supplies.

5. Responsible for monitoring and completing work orders and supervisor requests through computerized work order and email systems.

6. Perform minor electrical and plumbing maintenance, including changing ballasts, outlets, switches, and flush valves.

7. Assists head custodian and maintenance and/or grounds staff, as needed.

8. Lead and work as a team member with contract cleaners/supervisors to insure building needs are met.

9. Responsible for notifying head custodian of problems that occur at night.

10. Grounds upkeep, including snow removal, salting, and landscape maintenance.

11. Responsible for snow and ice removal before and after hours during the winter months.

12. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. Two (2) years experience in custodial related duties.

2. Knowledge in maintenance trades and ability to perform minor repairs.

3. Ability to operate industrial-rated cleaning equipment.

4. Experience in handling various cleaning chemicals used in the field (preferred)
EDUCATION:
1. High School Diploma or equivalent.
2. Bilingual – Spanish/English (written/verbal) preferred.

PHYSICAL DEMANDS:
1. Ability to lift, push/pull up to 100 pounds with proper technique.

TERMS OF EMPLOYMENT:
This is a 12-month position, Monday through Friday. Salary and benefits are as established by the Board of Education. Flexible hours/Overtime may be necessary.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of employees.

Employee Signature: ____________________________ Date: ______________

Supervisor Signature: __________________________ Date: ______________