

JOB DESCRIPTION
Salina Unified School District #305

DAY CUSTODIAN

Purpose Statement:

The job of Day Custodian is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

This job reports to Director of Operations

Essential Functions

- Arranges furnishings and equipment (e.g. graduation, rentals, pickup/deliver chairs, etc.) for the purpose of providing adequate preparations for meetings, classroom activities and community events.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends in service training (e.g. blood born pathogens, cleaning solvents, floor care, first aid, maintenance training, etc.) for the purpose of receiving information on new and/or improved procedures.
- Cleans assigned school facilities (e.g. classrooms, offices, gym, restrooms, meeting rooms, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Inspects school facilities for the purpose of identifying necessary repairs, equipment breakage, weather conditions, etc.
- Maintains and supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Performs summer maintenance (e.g. strips/waxes floors, moves furniture, removing graffiti, lawn care, etc.) for the purpose of ensuring that the site is ready for the coming school year.
- Performs work with other custodians as may be required for the purpose of maximizing the efficiency of the workforce and meeting shift requirements.
- Repairs furniture and equipment (e.g. faucets, toilets, light fixtures, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, shoveling snow, etc.) for the purpose of taking appropriate action to resolve immediate safety issue/s.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning; preserving floors, walls, fixtures, etc., cleaning materials; and safety practices and procedures

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 65% walking, and 30% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Drug Screening
Pre-employment Physical Exam

Certificates & Licenses

None Specified

Continuing Educ. / Training

Housekeeping I & II Certification
HVAC I & II Certification

Clearances

Criminal Justice Background Investigation
TB Screening

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified Range 9