

JOB DESCRIPTION
Salina Unified School District #305

NIGHT CUSTODIAN

Purpose Statement:

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

Essential Functions

- Arranges furnishings and equipment (e.g. athletic events, assemblies) for the purpose of providing adequate preparations for meetings, classroom activities and community events.
- Assists in snow removal for the purpose of maintaining a safe environment.
- 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, etc.) for the purpose of receiving information on new and/or improved procedures.
- Cleans assigned school facilities (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Maintains 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, painting, helps maintenance, removes graffiti, 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 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, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices and operating equipment used in maintaining a school facility including small hand tools, floor polishers, vacuum cleaners, etc.

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 multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning; 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 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, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: meeting deadlines and schedules.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on 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

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Background Investigation
TB Screening

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified Range 10