

POSITION: CUSTODIAN

JOB SUMMARY: Assists in physical plant operation, maintenance, care, and preservation of the facilities, grounds, and equipment of a school campus, building, location, or facility demonstrating a cooperative and service-oriented disposition to provide a clean, orderly, and safe environment for students, staff and the public.

ESSENTIAL FUNCTIONS:

- With minimal direct supervision perform custodial care, cleaning, sanitation and preservation tasks, and minor preventative maintenance on and around the building, equipment, and grounds.
- Clean and sanitize using established practices and procedures and following instructions regarding the use of equipment, chemicals, and supplies.
- Use and maintain assigned power equipment and hand tools including such equipment as high-speed buffers and vacuums, auto scrubbers, extractors, high-pressure washers, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, ceilings, windows, sidewalks, etc.
- Perform operational support for school/building staff as well as outside users.
- Operate plant systems for heating, lighting, communications, and security.
- Set up, take down, move, and/or re-arrange furniture, equipment, and supplies in support of a wide variety of campus activities as well as building and community events.
- Deep cleaning such as stripping, cleaning, buffing, and applying floor sealer to hard surface floors; vacuum, spot clean, and shampoo carpets.
- Maintain a safe and secure building/facility by following established security protocols.
- Assist with inventory control and security of property. Submit timely equipment and/or supplies requests to ensure smooth, continuous, and efficient plant operations.
- Respond and attend to custodial emergencies as they may arise. Report following established procedures.
- Engage in school-wide Positive Behavioral Interventions and Supports (PBIS) to enhance student academic and social behavior outcomes.
- Assist with maintenance and beautification of campus grounds to provide a safe and attractive learning environment for students, staff, and the community.
- Attend workshops, classes, conferences, meetings, and/or other training as directed by the supervisor for the purpose of meeting requirements, enhancing knowledge, safety, and security, collaborating with colleagues, etc.

WORK ENVIRONMENT/PHYSICAL DEMANDS: This job is performed indoors and outdoors with interruptions. Assignments that include hours when students are present will encounter frequent interruptions and high levels of noise and activity commonly associated with children's activities. The employee will: be exposed to loud noises; exposed to hot, temperate, and inclement weather; sit, stand, walk, and move for prolonged periods; frequently bend, stoop, carry, climb, crawl, twist, reach, push/pull; perform heavy lifting (up to 50 lbs. unassisted); work in an environment containing caustic chemicals, cleaning materials, dust, and loud noises;

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

KNOWLEDGE: methods of maintaining, cleaning, and preserving a variety of surfaces; proper use of a wide range of chemicals according to state and federal regulations; handling and disposing of hazardous materials and blood-borne pathogens with care.

SKILLS: to work effectively as a member of a team; to remain calm under pressure; to be organized, dependable and flexible; to maintain cooperative, positive, and effective support relationships with staff, students, parents, and the public; to be observant of the facility using all available senses; demonstrate sensitivity to, and respect for, a diverse population.

ABILITIES: to work independently, without direct supervision; understand, follow, and carry out oral and written directions; to learn procedures and follow instructions; to safely operate vehicles and/or other job-related equipment; maintain required licenses, including a Washington State driver's license and certifications, including First Aid and hands-on CPR without interruption; to perform physical labor; maintain strict confidentiality; maintain regular and punctual attendance

WORK RELATIONSHIPS: Reports to supervisor in charge of facilities. Takes daily direction from plant manager, building principal, and/or site supervisor depending upon assignment. Daily interaction with building/campus staff and students. Frequent interactions with parents and community.

WORK SCHEDULE: Full-time, year-round assignments may be day, second, or other modified shifts.

UNION AFFILIATION: International Union of Operating Engineers, Local 302 (IOUE)

FLSA: Non-Exempt

This job description, revised **8/2023** is intended to describe the essential functions of the position, the level of knowledge, skills, and abilities typically required, and the scope of responsibility, however, it should not be considered an all-inclusive list of work requirements. Individuals may perform other related duties as assigned, including work in other functional areas, to cover absences or relieve, equalize work periods, or otherwise balance the workload within the location/district. Changes to the position description may be made at the employer's discretion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Employment with White River School District is on a conditional basis pending: an approved criminal background clearance through OSPI, which includes checks through the Washington State Patrol and Federal Bureau of Investigation; and completion of an Employment Eligibility Verification form (USCIS Form I-9) presenting proof of identity and employment authorization status.

The White River School District does not discriminate in any programs or activities based on sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal. It provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Sunday Ferris, sferris@whiteriver.wednet.edu, (360) 829-3823, Section 504/ADA Coordinator, Molly Lutz, mlutz@whiteriver.wednet.edu, (360) 829-3959, and Civil Right Compliance Coordinator Sunday Ferris, sferris@whiteriver.wednet.edu, (360) 829-3823. White River School District, P.O. Box 2050, Buckley, WA 98321.

I have read and understand and have received a copy of this job description. My signature acknowledges that I can perform this position's essential and other functions with or without reasonable accommodations.

Employee Printed Name: _____

Employee Signature: _____ Date: _____