

Custodian

Williston School District #7

Job Title: Custodian-General
FLSA: Non-Exempt
Reports to: Building Principal and/or designee

Job Summary:

Maintains cleanliness, safety, and functionality of school facilities.

Essential Duties and Responsibilities:

- ☐ Sweeps, mops, scrubs, and vacuums hallways, stairs, classrooms and office space.
- ☐ Dust areas according to the building schedule.
- ☐ Clean classroom sinks, bathroom sinks, toilets, urinals, and mirrors.
- ☐ Empties school trash and garbage containers.
- ☐ Mains building, performing minor painting, plumbing, electrical wiring, and other related maintenance activities.
- ☐ Replaces/cleans filters on all air handling equipment as scheduled.
- ☐ Notifies administration concerning the need for major repairs or additions to lighting, heating, and ventilating equipment.
- ☐ Cleans snow and debris from sidewalk.
- ☐ Raise and lower flags at appropriate times.
- ☐ Lock and unlock doors according to building policies.
- ☐ Maintains flowers on a regular basis.
- ☐ Responds to requests for service and assistance.
- ☐ Observes safety and security procedures; Determines appropriate action beyond guidelines; reports potentially unsafe conditions.
- ☐ Other duties as assigned.

Supervisory Responsibilities:

This job has no supervisory responsibilities. This job may occasionally require the supervision of non-employee help.

Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS:

Ability to identify and resolve problems in a timely manner. Ability to communicate well with others. Ability to balance team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed. Ability to display willingness to make decisions; Makes timely decisions. Ability to demonstrate accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality. Ability to prioritize and plan work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.

Ability to approach others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Ability to follow instructions, respond to management directions; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. Ability to maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information.

TECHNOLOGY SKILLS:

Basic computer skills preferred.

KNOWLEDGE:

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent is preferred.

ABILITY:

RESPONSIBILITY:

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit and use hands to operate the vehicle. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; outside weather conditions and vibration.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT:

261-day calendar.

Employee Printed Name

Employee Signature

Date

