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| **Job Title:** | Custodian |
| **Supervisor:** | Site Administrator | **Location:** | Rampart School |
| **Authorized Hours:** | 2 hours per, day M-F | **Classification:** | Classified/Hourly |
| **Days/Months:** | 9 months, Aug-May | **Pay Range:** | C, Starting at $20.00 DOE |
| **Posting Date:**  |  | **Closing Date:** | Open until filled |

# **Responsibilities**

Provides students with a safe, comfortable, clean and efficient place in which to learn, play and develop. This position is responsible for maintaining the clean and sanitary condition of the building and grounds and the security of the building with general directions. The general directions are defined by established procedures and include priorities of supervisor.

# **Job Duties**

1. Keep buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Shovel, plow, and/or sand walkways, driveways, parking areas, and steps as appropriate.
3. Check daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
4. Raise the United States Flag at or before 8:00 a.m. on each school day and lower it at or after 3:30 p.m.
5. Sweep classrooms daily and dust furniture.
6. Clean corridors after school each day and during the day when condition requires it.
7. Scrub, hose down and disinfect toilet floors daily, and clean all sanitary fixtures and drinking fountains daily.
8. Wash all windows on both the inside and outside at least twice each year and more frequently if necessary.
9. Keep grounds free of rubbish.
10. Perform such yard-keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
11. Keep all floors in a clean and attractive condition and in good state of preservation.
12. Clean all chalkboards at least once a week.
13. Report major repairs needed promptly to Principal/Principal-Teacher.
14. Report immediately to the Principal/Principal-Teacher any damage to school property.
15. Remain on the school premises during school hours and during non-school hours when the use of the building has been authorized and attendance is required by the Unit Administrator.
16. Assume responsibility for the opening and closing of the building each school day and determine, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
17. Move furniture or equipment within buildings as required for various activities and as directed by the Unit Administrator.
18. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
19. Perform other related duties as assigned.

# **Equipment Used**

# May be required to drive vehicles, snow machines, or four-wheelers for school purposes.

Vacuum cleaners, buffers (regular and high speed), auto scrubbers, shampooers, hot water extractors, window washers, high pressure and steam washers, brooms, mops, ladders, scaffolding, man lift, snow blowers, lawn mowers and lawn watering equipment, brush cutters, chain saws and sanders.

# **Independent Decisions**

Minor decisions when working alone, based on previous written or verbal guidance.

# **Primary Working Contacts**

# Administrators, teachers and students.

# **Supervision**

# School Principal and Facilities Department.

**Unusual Working Conditions**

Nightly and/or periodic weekend work alone in a facility; working on high ladders, scaffolding, and on roofs; working outdoors on snow removal in extreme cold; exposure to mildly toxic cleaning chemicals.

# **Evaluation**

# Annual written evaluation.

# **Qualifications**

**Education:**  High School Diploma or GED.

**Experience:** At least one year of custodial experience preferred.

**Knowledge:** Must have knowledge and ability to perform assigned duties with little training required. Must have a basic knowledge of minor building maintenance. Must have valid driver’s licence.

**Skills:** Must be able to read, write, understand, and follow written and verbal instructions.

**Abilities:** Must have physical fitness, strength, agility, and stamina to work on ladders, scaffolding, and roofs; be able to lift at least 50 pounds waist high, be on feet for prolonged periods, and do light to medium manual tasks such as digging, snow shoveling, and furniture moving in a safe manner.