

Bandon School District #54

Job Description

TITLE: CUSTODIAN

QUALIFICATIONS:

- Compliance with Bandon School District #54 requirements.
- Knowledge of: modern cleaning methods and use, care and safety of cleaning materials and equipment; requirements for maintaining school buildings in a safe, clean, and orderly condition; operation of a heating plant and equipment.
- Thorough knowledge and skills of basic tools and procedures.
- Knowledge of safety and accident prevention measures.
- Demonstrated aptitude or competence for assigned responsibilities.
- Ability to: use cleaning materials and equipment with skill, efficiency and safety; perform heavy physical labor; understand and carry out oral and written directions; establish and maintain harmonious relationships with students, fellow employees and the general public; make minor repairs.
- Possess a good personality to relate with staff, parents and students.
- Possess high moral standards and character necessary for association with children.
- Clean in attire and appearance.
- Possess physical strength to withstand the strain in performing the tasks that may be required of a custodial worker.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

EDUCATION:

- Classes or experience equivalent to completion of the twelfth grade.
- Preferably six months of experience in work relating to the care and maintenance of school buildings and grounds.

FUNCTION: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Have the ability to do all regular custodial work including perform minor repairs and adjustments to building fixtures and equipment; set up rooms for special events and needs; clean walls, furniture, woodwork, and other equipment; requisition custodial supplies and equipment with supervision; inspect buildings for fire, sanitary and safety hazards; make reports and direct visitors; participate in complete cleaning and routine maintenance of buildings during summer vacation.
2. Maintain a positive attitude toward work, school, etc.

3. Keeps building and premises, including sidewalks, driveways, and play areas neat, clean and free of rubbish at all times.
4. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
5. Keep custodial cupboard/closet tidy and stocked with supplies/materials.
6. Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
7. Sweep, dust, and clean classrooms, blackboards/whiteboards, and furniture daily.
8. Clean corridors after school each day, and during the day when their condition requires it.
9. Scrub, wash down, and disinfect toilet floors daily and clean all sanitary fixtures and drinking fountains daily.
10. Wash all windows on both the inside and outside at least twice each year, and more frequently, if necessary.
11. Check and refill all soap, toilet paper, hand towel dispensers daily.
12. 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.
13. Keep all floors in a clean and attractive condition and in a good state of preservation.
14. Clean all blackboards/whiteboards at least once a week, or more often, if needed.
15. Make such minor building repairs as he/she is capable of.
16. Promptly report needed major repairs to the building principal and/or Director of Operations.
17. Report immediately to the principal and/or Director of Operations any damage to school property.
18. Remain on the school premises during school hours and during non-school hours when the use of the building has been authorized and his/her attendance is required by the building principal and/or Director of Operations.
19. Assume responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
20. Keep an inventory of supplies, equipment, and fuel on hand and requisition such needed supplies from the Director of Operations far enough in advance that they may be delivered in such time as will not hinder the custodian in his/her duties.

21. Conduct an ongoing program of general maintenance, upkeep, and repair.
22. Move furniture or equipment within buildings, from building to building, and/or storage as required for various activities, and as directed by the principal and/or Director of Operations.
23. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
24. Conduct periodic inspections and tests of all electrical installations in the assigned school building to insure their safe condition.
25. Perform other duties as assigned by the building principal and/or Director of Operations.

PHYSICAL ACTIVITIES: Each position may require different physical demands. The scale is as follows:

Not Required - NR
 Minimal - Less than 1/2 of the time.
 Occasional - 1/2 of the time.
 Frequent - 2/3 of the time.
 Continuous - More than 2/3 of the time.

Average work day demands:

Standing - Occasional
 Walking - Continuous
 Sitting - Minimal
 Climbing - Occasional
 Bending - Occasional
 Stooping - Occasional
 Reaching - Frequent
 Handling - Frequent
 Twisting – Frequent

Lifting:

10# - Occasional
 20# - Occasional
 35# - Frequent
 50# - Frequent
 75# - Frequent
 100# - NR
 100+ - NR

Climbing requirements include stairs, scaffolding, ramps, poles, ladders, ropes and the like up to a height of 12 feet.

ENVIRONMENTAL CONDITIONS:

Work is primarily indoors during the winter months, with increased outdoor work during fall, spring and summer months. Exposure to weather, cold, heat, dust, fumes, gases, vapors, mists and/or liquids.

TOOLS, EQUIPMENT, MACHINERY USAGE REQUIRED:

Lawn Mower
Floor Scrubber
Floor Buffer
Weed Wacker
Hedge Trimmer
Vacuum
Hand-Held Blower
Hand Tools
Mops
Water Buckets
Brooms
Rakes
Handcarts

TERMS OF EMPLOYMENT:

Salary and work year to be in accordance with the current schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified personnel.

I have read this position description and agree with its contents:

Employee's Signature

Date

Principal and/or Director of Operations

Date

All past and present position descriptions that do not reflect current requirements of this position are rescinded.