

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Custodian
Job Family: Custodial Services
Department: Custodial Services
Typical Work Year: 12 months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: July 1, 2015, rev. 7/1/18

SUMMARY: Clean, repair, and maintain assigned buildings, equipment, systems, and grounds in compliance with all safety, health, and District rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- D 50% Perform cleaning duties including dust and polish light fixtures, office furniture and trim; empty wastebaskets and transport trash and recycled materials to disposal area; wash walls, ceilings, woodwork, windows, door panels, and chalkboards/whiteboards; sanitize restrooms, drinking fountains and locker rooms; replenish bathroom supplies and light bulbs; vacuum, sweep, scrub, wax and polish floors; and clean carpet, upholstered furniture and window coverings. Ensure cleanliness of classrooms, hallways, cafeteria, gymnasium, media center, locker rooms, auditoriums, lobbies, lounges, corridors, elevators, stairways, storage areas and other work spaces. Follow Universal Precautions and sanitation procedures when handling clean-up of bodily fluids.
- D 10% Perform grounds maintenance including cleaning fence lines, etc.
- D 5% Open and close building and raise and lower flag. Perform safety checks of the playground. Ensure all doors and windows are secure and appropriate evening lighting is in place.
- D 5% Perform building safety and operational checks including inspections for hazards, graffiti and vandalism. Monitor and replace air filters per district schedule. Complete and submit work orders to Facilities Department for necessary repairs.
- D 5% Assist with staff or outside groups using the building for programs, special events or assemblies. Perform set up and tear down of tables, chairs, and audiovisual equipment; assist with training users on equipment as needed; and troubleshoot equipment problems. May lock/unlock areas for access for building use and events.
- W 5% Maintain cleaning equipment. Track and maintain orders and inventories.
- D 7% Perform minor maintenance on building and attached equipment, including minor painting.
- D 5% Communicate with supervisor regarding issues and supplies needed for the building.
- A 3% Remove snow and ice from paved areas directly adjacent to the facility. This work is performed during the shift and may be performed in response to call-in situations
- Ongoing 5% Perform other duties as assigned.

WORK SHIFT: When students are out of school for the summer, custodians who work an evening shift during the school year move to the day shift.

EDUCATION AND TRAINING High school diploma or equivalent. Minimum of 18 years of age.

EXPERIENCE: No experience required, experience in general cleaning, chemical handling, and customer service preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS Valid Colorado driver’s license required for some positions. Safety and asbestos training required within 3 months after entering position. Criminal Background Check required for hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Basic problem solving skills.
- Ability to acquire skills necessary to operate various types of cleaning equipment and snow removal equipment
- Ability to prioritize tasks and adapt to changes without notice.
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as copier, fax machine, E-mail, etc.
- Operating knowledge of basic custodial equipment preferred at hire; required within 3 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Custodial Supervisor and Head custodian if applicable

- Takes direction from the building administration team with respect to daily building needs

Direct Reports: This job has no supervisory responsibilities

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile	X			
Negotiate	X			

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places			X	
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation				
Vibration	X	X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date