

## WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

**TITLE: CUSTODIAN**

**EMPLOYEE CLASSIFICATION:** Non-exempt, Classified

**MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent
- Valid Arizona driver's license

**OVERVIEW OF JOB DESCRIPTION:** Custodial personnel are responsible for the cleanliness, sanitation and safety of school facilities and the safe, proper use of chemicals and equipment. Under general supervision, performs overall cleaning and simple maintenance of school facilities such as classrooms, buildings, and surrounding grounds.

**PERFORMANCE RESPONSIBILITIES:**

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Cleans and sanitizes school offices, cafeterias, classrooms, libraries, gymnasiums, hallways, bathrooms and other school facilities to provide a clean environment.
3. Dusts furniture and shelves, vacuums carpets, mops and sweeps floors, buffs, strips and waxes floors.
4. Scrubs windows, toilets, tables, light fixtures, white boards, marker trays and erasers.
5. Removes graffiti and touches-up walls as needed.
6. Cleans outside area of buildings, sweeps sidewalks, rakes, picks up trash, and cleans out planters.
7. Assists with the general care of all lawns, trees, shrubs, flower beds, and landscaping during the normal growing season and non-growing season weather permitting.
8. Prepares rooms for use and painting by moving desks, chairs, tables, and other furniture.
9. Assists other personnel in set up, clean up, etc. during extra curricular activities held at the site.
10. Focuses on the safety of the building and its occupants.
11. Cares for assigned tools, supplies and equipment making sure these items are stored properly in a secure location at the end of a shift.
12. Shifts work assignment to assist with emergency situation like snow removal or other duties as assigned.
13. Reports all necessary repairs to the principal and/or maintenance supervisor.
14. Communicates in a courteous manner with his/her superiors, peers, and subordinates.
15. Maintains good quality of work performance while demonstrating economic use of supplies and proper care of equipment.
16. Opens and secures buildings.
17. Performs other related duties as necessary or assigned.

**REPORTS TO:** Facilities Maintenance Supervisor and Site Supervisor

**TERMS OF EMPLOYMENT:** Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**ADA ACCOMMODATIONS:** Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.