Dayton School District #8
Job Description

Job Title: Custodian
Reports To: Maintenance Director
FLSA Status: Non-Exempt

JOB SUMMARY

Provides custodial services to maintain a safe, clean and healthy environment for students, staff and visitors. To assist staff and students in the physical care and upkeep of the building and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policies and procedures.
2. Works from a prepared work schedule on assigned tasks. Sweeps, waxes, polishes, vacuums rugs, and cleans walls, surfaces and floors.
3. Moves/empties heavy containers.
4. Moves and arranges chairs, desks, and tables.
5. Sets up and stores bleachers.
6. Performs routine housekeeping and groundskeeping duties.
7. Performs routine maintenance as needed/directed by Custodial Supervisor or Maintenance Director.
8. Cleans and maintains areas of responsibility on an organized schedule.
9. Reports needed repairs to Custodial Supervisor or Maintenance Director.
10. Uses tools and equipment properly.
11. Comprehends and follows oral and written instructions.
12. Performs all job-related tasks with a minimum of supervision.
13. Demonstrates pride in work.
14. Presents a positive attitude by appearance, personal neatness, and personal habits.
15. Reports safety, sanitary and fire hazards immediately to supervisor.
16. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
17. Maintains appropriate certifications and training hours, as required.
18. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends staff meetings.
2. Attends in-service trainings.
3. Assists or substitutes for other custodial/maintenance personnel, as necessary.
4. Completes appropriate log(s), forms and paperwork, as required.
5. Reports issues to authorities as necessary, i.e. animal control, suspicious activity, etc.
SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

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, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) or equivalent combination of education and experience. Thorough working knowledge of custodial/maintenance work, including cleaning methods and materials and the use of custodial equipment equivalent to that gained in one year of experience. Six months previous experience working in a sanitation or custodial position preferred.

- **Interpersonal Skills:** Works well with others from diverse backgrounds. Demonstrated ability to successfully work with students and staff appropriately.

- **Language Skills:** Ability to communicate fluently both verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, percent and volume.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

- **Computer Skills:** General knowledge of computer usage preferred.

- **Other Skills and Abilities:** Ability to appropriately communicate with students and staff. Ability to operate a variety of custodial/maintenance equipment including buffers, carpet machine, vacuums, and power washer, etc. Ability to exercise good judgment to meet timelines and work in a dynamic environment.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District including ability to obtain a valid CPR/First Aid card, Oregon Driver license, Bloodborne Pathogens Exposure Prevention and Child Abuse: Mandatory Reporting and Sexual Conduct: Staff to Student training.
PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, kneel, crouch, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance and smell. The employee must regularly lift and/or move up to 75 pounds and occasionally more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision. The employee must be able to demonstrate strength and dexterity to operate maintenance tools and machinery, cleaning equipment, and hand or power tools.

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.

The work environment is a standard school and school grounds setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon the student population, activities and/or equipment used. The employee is exposed to a variety of conditions including wet or humid conditions, work near moving parts, work in high precarious places, a variety of cleaning agents, some hazardous chemicals, fumes and airborne particles, outdoor weather conditions, risk of electrical shock and vibration. The employee may be exposed to bloodborne pathogens and bodily fluids.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: ___________________________ Date: ________________________

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