



Job Title: **Misc. Custodian B**

Department: **Various Locations**

Supervisor: **Head Custodian**

Lane Placement: **MISC Varies**

Schedule: **Varies** Evaluation Group: **JCES**

FLSA Classification: **Non – Exempt**

JOB DESCRIPTION

Under the supervision of the Head Custodian, the Custodian keeps the building and surrounding grounds clean and in good repair. May be assigned specific areas to keep clean. Incumbent performs general and seasonal clean-up tasks as they arise and as time permits. May be assigned evening shift, which requires checking and maintaining the security of the building.

ESSENTIAL FUNCTIONS

- Attend District training to receive instructions on safe cleaning practices.
- Performs general cleaning duties of building (e.g. sweeping, mopping and vacuuming floors, washing walls and windows, cleans bathrooms, empty trash and dusting).
- May be assigned to clean and maintain a specific area of the building or grounds.
- Provides care of grounds.
- Performs proper maintenance on equipment (e.g. vacuum, carpet extractor, floor machine and buffer).
- Reports larger repair problems to Lead Sweeper.
- Assists with security of assigned area by locking doors and windows.
- May be assigned to lock doors, perform security check, and set alarm system after school hours.
- Know how to use the Job Cards.
- Know location of MSDS Book and how to use it.
- Must demonstrate competence in reading, writing, and basic mathematics.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

Custodian B / PM Sweeper or Night Watering / Seasonal Grounds

- Operates different types of machines to extract carpet and buff floors.
- Responsible for proper mixing of chemicals for cleaning purposes.
- Responsible for after hour school and non-school activities (e.g. parent teacher conferences, elections).
- Monitors safe use of equipment and supplies.
- Cleans and maintains equipment after use.
 - **Seasonal Grounds**
 - Completes assignments in a cost efficient and timely manner.
 - Keeps equipment in proper and safe working order.
 - Provides support services for other trades assigned.
 - Must follow proper operating, construction and repair procedures to minimize possibility of danger and/or injury.

- May help train and direct temporary workers.
- Drives and operates various maintenance vehicles and equipment.
- Shift work may be required.
- Will be called to respond to routine and emergency duties as required.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Must demonstrate competence in reading, writing and math.
- Requires basic mechanical aptitude.
- Requires ability to follow directions and interact well with co-workers, students,
- Requires skill in problem solving and prioritizing tasks. Must complete tasks in a timely, efficient manner.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Job involves physical effort and stamina (e.g. bending, lifting, and shoveling).
- Requires ability to lift up to 75 pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020