



Job Title: **Assistant Custodian Level 1**

Department: **Custodial Services/Schools**

Supervisor: **Custodial Services Coordinator/AFM**

Lane Placement: **ESP Lane 2**

Schedule: **8 hr/ 245 Days** Evaluation Group: **JCES 2**

FLSA Classification: **Non-exempt**

## **JOB DESCRIPTION**

Under the supervision of the Custodial Services Coordinator and Assistant Facilities Manager, the **Assistant 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. Good customer service skills are a must.

## **ESSENTIAL FUNCTIONS**

- Performs general cleaning duties of building (e.g. sweeping, mopping and vacuuming floors, washing walls, cleans bathrooms, cafeteria, lounges, and auditorium).
- May be assigned to clean and maintain a specific area of the building or grounds.
- Provides care of grounds (e.g. watering, fertilizing, trimming, mowing, and shoveling snow).
- Performs repair and upkeep of furniture and desks.
- Performs minor maintenance (e.g. changes light bulbs, oils and greases small motors, performs minor plumbing maintenance, and repairs lockers and ballasts).
- Reports larger repair problems to Assistant Facilities Manager.
- Learns to read electrical, gas, and water meters.
- Assists with security of assigned area by locking doors and windows.
- May provide cleaning and maintenance of the swimming pool (e.g. check and maintain proper chemical levels in pool, clean, wash, and disinfect lockers and dressing rooms, clean and maintain pool).
- May be assigned to lock doors, perform security check, and set alarm system after school hours.
- May be assigned to help with sweepers timesheets and assigning area of work.
- Will help in the training of the sweeper staff.
- Must be willing to work an occasional overtime shift.
- 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.

## **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.

## **QUALIFICATION REQUIREMENTS**

- Must be fingerprinted and clear a criminal background check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires participation in a one-year on-the-job program.
- Must demonstrate competence in reading, writing and math.
- Ability to read, understand and follow standard operating procedures(SOP).
- Requires the ability to communicate effectively with students, parents, faculty and staff.
- 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.
- Learn S.D.S. safety procedures.

**NOTE: All certificates of completion must be current and valid to keep Lane 3 status.**

**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 50 pounds.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- 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](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: \_\_\_\_\_ 6/8/2020 \_\_\_\_\_