

Douglas Public Schools

Job Description

JOB TITLE: Custodian

JOB SUMMARY:

The Custodian provides the students and staff with a safe, attractive, comfortable, clean and efficient environment in which to learn, play, work, and develop.

FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:

This position is classified as *Non - Exempt*

REPORTING STRUCTURE:

The Custodian reports to the Facilities Manager, Principal, and Business & Operations Manager.

QUALIFICATIONS:

1. High School Graduate or GED preferred;
2. Must have a valid driver's license;
3. Ability to communicate effectively;
4. Physical ability to perform essential duties and functions of the position, with or without accommodation;
5. Ability to read basic operating and use instructions, and operate cleaning and other equipment safely;
6. Ability to read and comply with product hazardous warning labels and Safety Data Sheets (SDS);
7. Basic computer skills for creating and responding to emails;
8. Demonstrated aptitude for the successful completion of assigned tasks;
9. Such alternatives to the above qualifications as the Superintendent may find appropriate and in conformity with district requirements and state and federal law.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Maintains the cleanliness of the building and premises including sidewalks, driveways, and play areas at all times, including shoveling and/or sanding snow/ice from walks, driveways, steps, and other areas of public use;
2. Opens the facility at the beginning of each work day at each entrance designated for public use. Maintains the integrity of each egress with regard to safe access free of obstructions or impediments, and notes the operation of each door and reports, in writing by email, any problems to the Facilities Manager;
3. Secures the facility each work day at the close of the last shift, including locking all entrance doors, closing and locking windows, walking the facility to inspect potential internal alarm notifications, ensuring exterior site lighting is operational and that all interior lighting, except that which is utilized for safety, is off, and enabling the intrusion alarm system;
4. Ensures the containment of school and authorized school use entities' generated rubbish and keeps the grounds free of loose debris and complies with local, state, and federal law and established procedure for the storage and disposal of waste products;
5. Cleans, maintains, restores, and disinfects as necessary: floors, corridors, bathroom floors and fixtures, drinking fountains, and all glass surfaces. These duties include dusting, vacuuming, mopping, emptying trash receptacles, bagging trash, and disposing of trash in dumpster;
6. Ensures that there are sufficient paper product and feminine hygiene products, and other supplies deemed necessary for proper hygiene in all bathrooms at all times;
7. Informs Facilities Manager regarding inventory of custodial and other supplies as necessary and in enough advance notice as to not hinder or delay the execution of duties;
8. Distributes educational supplies received by the main office to a location specified by the building Principal;
9. Allows entrance for facilities users, and provides assistance in set-up, breakdown, and check in. Cleans space after use and sets up for next day's scheduled events;
10. Promptly reports to the building principal and facilities manager any conditions that need to be remedied or repaired, and any damage to school property;
11. Properly and safely uses and stores all materials, supplies, chemicals, tools and equipment used in the performance of duties;

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12. Assists with minor maintenance such as replacing light bulbs and air filters;
13. Maintains professional competence through in-service education and training provided by the district;
14. Other duties as assigned.

PHYSICAL WORKING CONDITIONS:

This work is performed both indoors, and outside in inclement weather. Work involves exposure to cleaning solutions, disinfectants, chemicals, bacteria, and bodily fluids; lifting, pushing and pulling equipment weighing up to 85 pounds, and occasionally heavier (i.e. floor buffer); Manual dexterity to operate cleaning equipment and manipulate objects; Walking, standing, stooping, bending, kneeling, reaching and climbing stairs; Speech and hearing to give and receive instructions and information.