



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **CUSTODIAN**

FLSA: Non Exempt

TITLE: Custodian

QUALIFICATIONS:

- High school diploma or GED
- Valid driver's license
- Fingerprint clearance check
- Strong organizational skills

REPORTS TO: Facilities Manager

GENERAL FUNCTION:

Under general supervision performs a variety of custodial duties in support of classroom and administrative operations. Responsibilities include, but may not be limited to, tasks required to maintain the cleanliness, good order, sanitary and secure condition of schools and/or administrative spaces. Custodians must be capable of working reliably and independently to carry out assigned cleaning task schedules and work orders. Maintenance Technician job description also applies to this position as the position performs maintenance duties when school is not in session resulting in a 12 month work schedule.

EXAMPLES OF JOB FUNCTIONS:

- All drinking fountains, sinks and surrounding countertops will be cleaned and disinfected.
- All panic bars and door knobs / pulls cleaned and disinfected.
- Empty trash and carry trash to pick-up area.
- Dust and spot clean all furniture, fixtures, equipment and accessories.
- Spot clean inside and outside door surfaces as needed.
- Dust mop all hard surface floors with dust mop.
- All tile and/or hard floor to be swept and wet mopped with disinfecting solution.
- Vacuum all carpeted areas. Fully vacuum all carpets from wall to wall as needed.
- Dust and clean all return and supply air vents.
- Clean and sanitize all restroom fixtures, clean mirrors, wipe all counters, empty trash.
- Spot clean partitions, walls, and dispensers.
- All tile and/or hard floor to be swept and wet mopped with disinfecting solution.
- Wash all restroom partitions on both sides.
- Report damage or unsafe conditions according to established procedures.
- Perform other duties relevant to job functions as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

- Modern cleaning methods including basic methods of cleaning carpets, furniture, walls and fixtures.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Safety practices and work methods.
- Learn custodial procedures, methods and schedules.
- Use common cleaning equipment and materials in a safe and efficient manner.
- Work cooperatively with others.
- Meet schedules and time lines.
- Understand and follow oral and written directions.

PHYSICAL REQUIREMENTS:

Strength: Heavy Work – Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. Frequent bending, squatting, standing, reaching, lifting, sitting, walking, stooping, kneeling, and lifting. Some tasks require oral communications ability. Some tasks require visual perception. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finer, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl.

ENVIRONMENTAL REQUIREMENTS:

Typically works both indoors and outdoors which may be in conditions of noise, dirt and dust, odors and fumes and exposed to extreme cold or heat. May be required to wear rain gear, eye, ear and face protection, respirators and back support. All District buildings/grounds are tobacco free.

TERMS OF EMPLOYMENT: 12 months / full time
Employee benefits in accordance with district policies.

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

CLASSIFICATION: Classified Staff
Revised: June 30, 2014



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I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: _____ Date: _____

Employee Signature: _____ Date: _____