



## Naselle-Grays River Valley School District Custodian Job Description

**Position Title: Custodian****Reports to:** Maintenance Supervisor/Principal**Work year:** 260 days**Bargaining unit:** PSE**Position Evaluator:** Maintenance Supervisor

*The job description does not constitute an employment agreement between the District and the employee and is subject to change by the employer as the needs and requirements of the job change.*

**Position Summary:** The Custodian is responsible for keeping the District's buildings and offices in such a state of cleanliness and operating excellence that they present no health risks, problems, or interruptions to the educational program. The Custodian provides direct support to classroom teachers in setup and maintenance of furniture and equipment and also serves as a role model for by displaying professional, courteous and helpful behavior. The custodian assists with emergencies as they may arise. The custodian will receive specific work instructions from supervisor or lead custodian.

**Essential Duties and Responsibilities:** *This section is intended to describe the general nature and level of work being performed. This is not an exhaustive list of all duties and responsibilities that may be assigned. The District reserves the right to amend and change responsibilities to meet educational and organizational goals.*

- Prepares building and assists teachers with set-up for school activities and events
- Sweeps, dusts, mops, strips, shampoos, and/or scrubs interior walls/surfaces, floors, furnishings and woodwork per assigned schedule
- Complies with established procedures for the storage and disposal of hazardous material
- Scrubs and disinfects floors, toilets, water fountains and fixtures
- Adheres to prescribed safety regulations and guidance
- Safely and correctly operates and maintains floor and other cleaning power equipment
- Informs supervisor of any major maintenance or security problems
- Assists with unloading and storage of delivered items
- Performs minor maintenance work as required
- Responds to immediate safety concerns or operational needs
- Washes windows and dumps garbage
- Welcomes visiting public and assists with directions
- Secures building (doors and windows) at the end of shift or upon departure
- Follows instructions, rules and laws regarding use of chemicals
- Attends necessary trainings and meetings
- Maintains confidentiality regarding workplace matters
- Acts with integrity at all times
- Performs other duties as assigned by maintenance supervisor or administration

**Qualifications/Competencies Required:** *Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the skill, knowledge and/or abilities required. \**

**Education and/or Experience:**

- High school diploma or general education degree (GED)
- Valid Driver's license and first aid card

**Other Skills and Abilities:**

- Ability to:
  - Communicate effectively both in writing and orally
  - Perform duties with awareness of all district requirements and School Board policies
  - Work unsupervised or with limited supervision

**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. \**

- Frequently required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls; talk or hear
- Frequently required to reach with hands and arms such as to operate vibrating machinery; squat, stoop or kneel; reach above the head and reach forward
- Frequently bends or twists at the neck and trunk more than the average person while performing duties
- Occasionally required to sit
- Continuously uses hand strength to grasp tools and climb onto ladders
- Frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks
- Occasionally lift and/or move up to 90 pounds such as bulk furniture
- Will sometimes push/pull items such as tables, bleachers and scrubbing machines
- Specific vision abilities required include close vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Routinely required to perform duties using exertion and stamina

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. \**

- Regularly works indoors and will occasionally work outdoors in various weather conditions
- Work near or with moving mechanical equipment
- May work with toxic or caustic chemicals such as petroleum products, degreasers, sprays, and non-household dust
- Must be able to meet deadlines with severe time constraints
- Noise level is usually moderate

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Confidentiality Clause**

- The ability to exercise the highest level of professionalism, and respect the confidential nature of information associated with a public school system is required.

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Employee Signature

\_\_\_\_\_  
Date