

JOB DESCRIPTION

Location: Maint.
Effective: Oct. 2014
Approved: AJ



SHELTON SCHOOL DISTRICT #309 Shelton, Washington

CUSTODIAN II

JOB SUMMARY:

Responsible for maintenance and operations of building under the immediate direction and supervision of the Head Custodian, Custodial Foreman and Director of Maintenance. Custodian II will perform all general duties and operations performed by the building custodian(s). In addition she/he will work with the Head Custodian, Custodial Foreman, and the Director of Maintenance to obtain the best results in the daily operations of the building.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

Depending upon individual assignment, the Custodian II performs all or a combination of several of the following duties. This list of essential functions is not exhaustive and may be supplemented as necessary.

1. Perform custodial cleaning and maintenance functions as per schedule and as needed.
2. Minor repair and adjustment of custodial equipment.
3. Assists in maintaining building security.
4. Maintain custodial MSDS sheets for building.
5. Notify supervisor of equipment and facilities needing repair or replacement.
6. Inventory and order custodial supplies at building site.
7. Oversee public areas and around outside of buildings.
8. Keep records and make reports as needed.
9. Submit maintenance requests for equipment and facilities needing repair or replacement.
10. Assist coordinating school custodial projects with Head Custodian, Custodial Foreman, and Principal.
11. Perform minor emergency electrical and plumbing repairs.
12. Assist in distribution of school supplies.
13. Emergency response as required.
14. Maintain a professional attitude at all times.
15. Insure that rooms are set-up for conference, lectures, and special events.
16. Maintain a working relationship with staff, students and community.
17. Maintain the safety for those who use the school plant.
 - a) Prevent fire hazards.
 - b) Dispose of faulty equipment.
 - c) Prevent accidents from any discernible cause.
 - d) Enforce safety standards and regulations as provided by law and good common sense.
 - e) Make a critical analysis of all hazards within the school system involving possible fire or accident.
20. Ability to follow established district practices.
21. Maintain updated knowledge of school policies and procedures that affect this position.
22. Understand and give oral and written communications.
23. Tests and critiques new products and equipment as requested.
24. Performs related duties as assigned.

Custodian II

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to use effective oral and written communication skills.
- Ability to listen and react professionally.
- Ability to drive and work in different locations as needed.
- Ability to deal with staff, students, and others in a warm and confident manner.
- Ability to remain flexible to changes in assignments or situations.
- Ability to follow and give instructions.
- Ability to work independently with minimal supervision.
- Ability to set priorities.
- Ability to establish and maintain effective working relationships with staff, students and community.
- Knowledge of cleaning methods, materials, and equipment.
- Ability to operate mechanical cleaning equipment.
- Ability to work independently.
- Ability to maintain accurate records.
- Indulge in sustained physical activities relative to assigned duties:
 - a) Do standing work for a six (6) hour period.
 - b) Climb ladders up to 20 feet.
 - c) Lift and carry up to 75 pounds.
 - d) Operate vacuum cleaner, buffer and other assigned equipment for a minimum of two continuous hours.
 - e) Move furniture, equipment, supplies or tools; operate motorized equipment; clean and repaint various exterior or interior surfaces; wash towels and other items related to school functions, supplies, material or equipment; complete various reports as directed and perform related duties as assigned/required.

WORKING CONDITIONS:

Classrooms, offices, and school environment. Requires frequent standing walking, and sitting. Must be able to speak, hear and see. Requires working out in inclement weather. Required travel between buildings. May experience frequent interruptions. Required to deal effectively with a wide range of human behaviors in problem solving situations, which may include angry or distraught people. Requires dealing with such unpleasant tasks (with proper gloves, masks, safety procedures) as:

1. Cleaning toilets.
2. Cleaning vomit, excrement, and other substances from surfaces including, furniture, fixtures, floors and carpets.

Required to attend CPR and First Aid classes after employment. Required to attend the Shelton School District's Hazardous Material Orientation Class prior to employment.

REPORTS TO: Director of Maintenance

MINIMUM QUALIFICATIONS:

Education and Experience

Experience cleaning and maintaining carpets, hard floors, and wood floors desirable.

Demonstrates communication skills.

Demonstrates high energy and professionalism.

Special Requirements/Licenses

Valid Washington State Driver's License.

Allowable Substitutions

None.

TERMS OF EMPLOYMENT:

Hours per day and days per week to be determined by the Maintenance Director and the Personnel Office.
Salary and benefits according to adopted salary schedule.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of Washington State Law and the bargained agreement.