

JOB DESCRIPTION

Location: MAINT
Effective: Oct. 2014
Approved: AJ

SHELTON SCHOOL DISTRICT #309 Shelton, Washington

CUSTODIAL / WAREHOUSE DISTRIBUTOR

JOB SUMMARY:

This position provides for Warehouse and Custodial services both inside and outside of school buildings. Responsibilities would include daily delivery of supplies, mail and equipment throughout the district as needed. It also entails cleaning of buildings and grounds and simple maintenance and repairs, as needed. Employee must perform various duties requiring physical strength. Employees are expected to use approved cleaning chemical products; employees should not be sensitive or allergic to such.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

This list of essential functions is not exhaustive and may be supplemented as necessary and without notice. Depending upon individual assignments, the Custodial/Warehouse Distributor 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. Receives shipments to the District Warehouse.
2. Serves as a contact person with commercial carriers for deliveries and returns.
3. Sorts, packs and arranges supplies and equipment for delivery to district and other facilities.
4. Transports mail and general supplies as needed.
5. Performs custodial duties as needed, including the following:
 - a) Dust mop, sweep, wet mop, spray-buff floors.
 - b) Vacuuming, spot/stain removal, extraction cleaning or bonnet buffing of carpeted floors.
 - c) Scrub and clean restroom fixtures and keep restroom supplied with towels, soap and other items.
 - d) Removal of extraneous dirt/markings from interior and exterior vertical/horizontal surfaces (walls, doors, etc.).
 - e) Dust, clean, and polish furniture.
 - f) Clean elevators and stairwells.
 - g) Oversee public areas and around outside of buildings.
 - h) Remove litter from exterior of campus
 - i) Pressure wash and blow exterior sidewalks.
 - j) Keep simple records and make simple reports.
 - k) Notify Supervisor of equipment and facilities needing repair or replacement.
 - l) Replace all light bulbs and notify supervisor of light bulbs that are not accessible.
 - m) Perform minor emergency electrical and plumbing repairs.
 - n) Assist in distribution of school supplies.
 - o) Scrubbing, stripping and refinishing floors using machines.
 - p) Vacuuming furniture and drapes.
 - q) Window washing inside and out.
 - r) Wall washing and vacuuming.
 - s) Wall, vent, and radiator washing.
 - t) Light fixture vacuuming and washing.

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- u) Emptying and washing waste receptacles.
- v) Snow and ice removal of walkways and playground areas.
- w) Secure all doors, windows and extinguishes light when leaving the building at night.
- x) Opening building as required for scheduled meetings and events.
- y) Set up rooms for conference, lectures, and special events.
- z) Painting walls, gym lines, and ceilings.
- aa) Maintain the safety for those who use the school plant.
- bb) Prevent fire hazards.
- cc) Dispose of faulty equipment.
- dd) Prevent accidents from any discernible cause.
- ee) Enforce safety standards and regulations as provided by law and good common sense.
- ff) Make a critical analysis of all hazards within the school system involving possible fire or accident.
- gg) Follow established district practices, policies, and departmental SOP's.

6. Performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Physical ability and stamina to perform all duties.

Ability and motivation to work with minimum supervision.

Ability to carry loads of up to 75 pounds repeatedly.

Proven skills to prioritize and accomplish multiple tasks.

Proven ability to work cooperatively with a wide range of people.

Possession of a valid Washington State Driver's License with a personal and or commercial driving record free of convictions and or citations for DUI, negligent driving, and moving violations for the last 5 years.

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.

Employees must be physically able to perform the following: 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; pick up and deliver school district mail, supplies, material or equipment; complete various reports as directed and perform related duties as assigned/required; indulge in sustained physical activities relative to assigned duties; do standing work for a six (6) hour period; climb ladders up to 20 feet; lift and carry up to 75 pounds; operate vacuum cleaner, buffer and other assigned equipment for a minimum of two continuous hours.

WORKING CONDITIONS:

Classrooms, offices, and school environments. 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: cleaning toilets, cleaning vomit, excrement, and other substances from surfaces including, furniture, fixtures, floors and carpets. Required to attend trainings as necessary for the job.

REPORTS TO:

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

Washington State Driver's License.

TERMS OF EMPLOYMENT:

Hours per day and days per week to be determined by the HR office. Salary and benefits paid 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.