

Job Title: Custodian

Reports to: NAS-NM Administration and Facility Manager

Salary: \$16 per hour, 238 days a year

Purpose Statement:

The job of Custodian is done for the purpose/s of maintaining an attractive, sanitary, and safe facility.

JOB DESCRIPTION

Attends in-service training (e.g., instruction on blood-borne pathogens, cleaning solvents, floor care, etc.) for the purpose of receiving information on new/improved procedures.

- Cleans facility (e.g., classrooms, offices, restrooms, grounds, etc.) for the purpose of maintaining a sanitary, safe, attractive environment.
- Communicates with facility manager for the purpose of providing information regarding safety hazards and maintenance issues.
- Daily attendance and punctuality required.
- Delivers various items (e.g., supplies, packages, mail, etc.) to the appropriate locations and parties.
- Helps arrange furnishings and equipment for the purpose of providing adequate preparation for meetings, classroom activities, and events.
- Helps respond to immediate safety and operational concerns (e.g., facility damage, alarms, etc.)
- Inspects facilities for the purpose of ensuring site is suitable for safe operation and maintained in attractive, clean condition; and identifying any repairs necessary due to vandalism, equipment breakage, weather conditions, etc.
- Lifts up to 100 pounds unassisted for the purpose of lifting equipment necessary to complete assigned tasks.
- Maintains supplies and equipment (e.g., cleaning solutions, paper products, vacuums, mops, etc.)

- Performs work at heights of up to 12 feet using ladders and/or scaffolding for cleaning, changing light bulbs, replacing ceiling tiles, etc.
- Prepares documentation for the purpose of providing written support and conveying information.
- Prepares facility for operations (e.g., opening gates and doors, disarming security systems, raising flags, performing minor repairs, etc.).
- Secures facility and grounds to minimize property damage, equipment loss, and potential liability to the school district.
- Services job-related equipment (e.g., adjusts, cleans, and oils vacuum cleaners, scrubbers, buffers, etc.) to maintain equipment in good, working condition, including changing brushes, pads, rollers, etc.
- Perform minor building maintenance.
- Monitor building systems including but not limited to mechanical, fire/life safety, physical security, access, and property.
- Relocate Office equipment, materials, and furniture as necessary.
- Maintain landscape and grounds as needed to ensure a safe and attractive campus. This includes removing weeds, blowing leaves, and picking up trash.
- Any other duties as assigned

Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: using custodial supplies; practicing good time management.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: knowledge of custodial equipment and supplies; knowledge of cleaning methods and techniques; and knowledge of good time management practices.

ABILITY is required to schedule activities; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of

individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: being willing to work; being organized.

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. There is some opportunity to impact the organization's services.

Responsibility

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature extremes and under some hazardous conditions.

Working Environment

Education

High School diploma or equivalent.

Experience Job related experience with increasing levels of responsibility is desired.

None Specified

- Experience in facilities management.
- Must have demonstrated customer service and strong organizational skills.
- Ability to multi-task and prioritize in fast paced environment.

Required Testing Certificates & Licenses

None Specified