

WICKENBURG UNIFIED SCHOOL DISTRICT

JOB TITLE: CUSTODIAN

LOCATOR:

Position Type: Non-Exempt	Department: Operations
Salary Schedule: Classified Level II	Reports to: Maintenance Foreman or Director of Operations
Salary Range: \$7.99 - \$9.79 per hour	Location: District Office
Term of Employment: Operations Calendar	Date: 5/19/11
Shift: Varies	Approved by: Human Resources

We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY:

To maintain school buildings and systems to provide an excellent environment for school operations and to provide a clean, safe environment for students, staff and visitors.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Performs housekeeping of the area assigned and the immediate grounds, sidewalks and entry ways;
- Reports all items that need maintenance or repair immediately to the school principal;
- Completes established schedules and procedures for the regular, on-going custodial care of area assigned;
- Performs routine maintenance tasks which can easily be completed by one person, for example: replace bulbs, install/repair pencil sharpeners, adjust drinking fountains, repair doors, service custodial equipment, minor electrical and plumbing, etc.;
- Assists in the selecting of the custodial supplies and equipment to be used and maintains an appropriate inventory of them;
- Grounds maintenance as agreed upon with the Site Principal and District Groundsman;
- Operates vehicles in accordance with Arizona Highway Traffic Division regulations as well as Wickenburg unified School District policies and rules;
- Must maintain a home telephone or cell phone;
- Closes and locks all windows and doors in assigned area;
- Assists administration with athletic and activity events as assigned;
- The District reserves the right to amend this job description as necessary;
- Complies with all rules, regulations and policies of the Governing Board.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities;
- Other job related duties as assigned by supervisor.

OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Ability to operate vacuum cleaner, rug shampooer, floor waxer, steam cleaner, floor machine, carpet pile machine;
- Ability to work alone and with others;
- Ability to work effectively under time constraints;
- Must be detail-oriented, self-motivated, and able to work independently with minimal supervision;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;

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- Completes assigned tasks and projects in a competent and timely fashion;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Communicates effectively with the immediate supervisor and other administrators;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Must be a team player and get along well with others;
- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;
- Must be able to comply with District's attendance standards as described in established guidelines.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Maintains valid Arizona Drivers License;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- Experience and/or training in repair and maintenance of buildings and operating systems for buildings;
- Familiarity with small hand and power tools;
- Previous experience in an educational setting preferred.

COMMUNICATION SKILLS:

- Speak, read and write in English;
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Must use appropriate grammar;
- Ability to communicate effectively;
- Must have legible handwriting.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals for the purpose of tracking time worked accurately.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- Must be able to lift 50 pounds; must be able to climb a 10 foot ladder;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate but can reach higher levels depending on the job, equipment and environment;
- Routinely working outdoors in possibly inclement or extremely hot conditions;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EVALUATION: Annual evaluation by supervisor or designee in accordance with Board Policy.

COMMENTS:

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.
This is a temporary management guide tool, subject to change.*

Reviewed / agreed to by _____ Date _____

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