



Littleton Elementary School District Position Description

TITLE: District Office Custodian

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To perform assigned custodial duties and minor repairs.

PRINCIPAL DUTIES: (essential functions)

- Performs routine cleaning, restroom sanitation, floor care, and trash disposal in assigned District facilities.
- Cleans counters and floors; cleans and sanitizes food service areas and tables.
- Responds as directed to perform emergency cleaning work.
- Inspects and maintains assigned custodial equipment and small tools for proper operating condition; completes minor repairs on cleaning equipment as needed.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.

Knowledge of materials, equipment and chemicals used in cleaning work.

Knowledge of safety rules and regulations.

Skill in following and maintaining safety standards.

Skill in closely following verbal and written instructions and procedures.

Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Moderate physical demands; work is performed in school facilities; frequent lifting, carrying, and moving up to 50 pounds of materials and equipment.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; one (1) year of custodian experience is preferred; OR an equivalent combination of education and experience that provides the required knowledge and skill.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver's License.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____