

# CHURCHILL COUNTY SCHOOL DISTRICT

## CUSTODIAN

**FSLA STATUS: Non-Exempt**

**Created: 10/2004**

**Last Revised: 04/2015**

## DEFINITION

To perform varied custodial duties in keeping assigned rooms, buildings or office spaces clean and orderly; and to keep grounds clean and free of litter.

## SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Maintenance and/or Site Administrator.

**ESSENTIAL FUNCTIONS:** *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Following established procedures or verbal instructions, selects the proper chemicals and supplies and effectively and safely cleans and disinfects hallways, stairways, offices, meeting and other rooms, auditoriums, restrooms, drinking fountains, benches, etc.
2. Maintains indoor facilities; sweeps, mops, waxes, and scrubs floors; spot cleans, shampoo and vacuum carpets; clean floors as needed for breakage, spillage or illness.
3. Maintains outside facilities; opens and closes gates for buses; removes snow and other debris, sweep sidewalks, hose down surrounding area and lowers flags as required.
4. Cleans chalkboards, trays and erasers; clean toilets, sinks and drinking fountains; fills paper towel dispenser and toilet tissue dispenser.
5. Washes windows and walls; dusts counters, shelves, ledges, bookcases, electrical fixtures, desks, etc.
6. Moves furniture, equipment, and other items such as files, partitions, supply boxes, displays, storage containers, etc.
7. Maintains custodial room in a clean and orderly manner; may inventory and order supplies as required.
8. Assists in setting up for assemblies and for other school activities.

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## CUSTODIAN, continued

9. Performs minor maintenance to buildings and grounds during student vacation periods.
10. Remains present during evening activities in their respective schools and also see that all exit doors are unlocked and in proper condition for rapid exit in case of fire. (This requirement is of the utmost importance and must not be neglected).
11. Provides safety checks on fire extinguishers or other appliances and equipment.
12. Performs extensive clean-up projects during summer months.
13. Provides assistance to maintenance technicians on details involving minor trade skills.
14. Provides assistance to grounds keeper on special projects.
15. Following established procedures or verbal instructions, selects the proper chemicals and supplies and effectively and safely cleans and disinfects hallways, stairways, offices, meeting and other rooms, auditoriums, restrooms, drinking fountains, benches, etc.
16. Operates floor cleaning machines, buffers, and carpet cleaning machines.
17. Performs special cleaning tasks such as disinfecting contaminated or frequently used areas.
18. Empties and cleans waste containers; transports waste materials to appropriate containers.
19. Ensures that appropriate supplies such as toilet paper, paper towels, soap, and related items are available to users.
20. Maintains proper inventory of cleaning materials and supplies at assigned workstations.
21. On a daily basis as well as after various public functions, checks windows, doors, and office equipment to ensure they are secured and/or turned off.
22. Maintains outside areas adjacent to the facility in a safe condition by removing snow and other debris, sweeping, and hosing down areas.

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## **CUSTODIAN, continued**

23. Performs routine maintenance in the building such as touch-up painting, replacing light bulbs, hanging and removing pictures, repairing and/or installing shelves and other fixtures, patching cracks or small holes in walls, repairing/replacing stair treads, and related activities.

24. Reports damage, malfunctions, hazards, or irregularities of buildings and equipment to supervisor.

**QUALIFICATIONS** – *Knowledge, Skills and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

### **Knowledge of:**

- Methods, materials and equipment used in cleaning and maintaining various types of building surfaces and school furniture and equipment;
- Safe work practices;
- Common hazards to safety found in and around buildings;
- Equipment, materials, and supplies used in cleaning, disinfecting, and maintaining facilities;
- Proper handling and use of chemicals, solvents, and other potentially hazardous materials;
- Cleaning and disinfecting procedures; and
- Appropriate tools or equipment for cleaning specific areas or performing routine maintenance tasks.

### **Ability to:**

- Safely use cleaning equipment and materials with skill and efficiency;
- Learn to use tools in minor maintenance work;
- Perform moderate to heavy manual labor;
- Understand and follow written and oral instructions;
- Work effectively in the absence of supervision;
- Establish and maintain effective working relationships with those contacted in the course of work; and
- Read and write at a level necessary for successful job performance.

### **Skills to:**

- Understand and follow written and oral instructions;
- Use cleaning equipment and tools properly and safely;

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- Operate small hand and power tools properly and safely;
- Operate electric floor cleaning and maintenance equipment properly and safely;

## **CUSTODIAN, continued**

- Perform snow and trash removal; and
- Communicate courteously with others.

**Experience and Training Guidelines** - *Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

### **Experience:**

Have acquired basic reading and comprehension, and ability to understand spoken instructions and to communicate verbally.

Experience in custodial work is desirable.

### **Training:**

Possession of a high school diploma or equivalent (GED).

Bloodborne Pathogens training annually.

### **Required Certifications and Licenses:**

Must possess and maintain a valid Nevada Driver's License.

Possession of or ability to obtain a current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization within six (6) months of hire. Certification must be maintained for the duration of the assignment.

Hepatitis B shots at the District's expense.

May be required to take safety training in order to operate forklifts.

**Physical and Mental/Intellectual Requirements:** *The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength and stamina to stand, walk, and climb stairs and ladders; stamina and flexibility to stoop, squat, bend, kneel, crouch, and crawl; strength, dexterity, and stamina to use hands and arms to reach, finger, handle, feel, grasp, open containers, and to operate hand and power tools, floor cleaning, polishing, and other equipment; ability to

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periodically work in confined spaces; frequent moving or lifting of objects weighing up to 40 pounds and occasional moving of objects weighing up to 75 pounds.

## CUSTODIAN, continued

Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

### PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

*(Mark with an X, leave blank where not applicable)*

| ESSENIAL FUNCTIONS   | LESS THAN<br>25% OF TIME | 25% TO 49%<br>OF TIME | 50% TO 74%<br>OF TIME | 75% TO 100%<br>OF TIME |
|--|--------------------------|-----------------------|-----------------------|------------------------|
| Sitting  | X                        |                       |                       |                        |
| Standing   |                          |                       |                       | X                      |
| Walking  |                          |                       |                       | X                      |
| Bending/Stooping/Squatting/Twisting                                      |                          |                       |                       | X                      |
| Crawling   |                          | X                     |                       |                        |
| Kneeling   |                          | X                     |                       |                        |
| Reaching above the body  |                          |                       | X                     |                        |
| Reaching away from body  |                          |                       | X                     |                        |
| Climbing Stairs  |                          | X                     |                       |                        |
| Climbing while working<br>(ladders, stools, roofs, poles)                |                          | X                     |                       |                        |
| Balancing  | X                        |                       |                       |                        |
| <b>Lifting &amp;/Or Carrying objects:</b><br>50 Pounds or 1/3 Bodyweight |                          | X                     |                       |                        |
| Pushing  |                          |                       | X                     |                        |
| Pulling  |                          |                       | X                     |                        |
| Grasping/Gripping  |                          |                       | X                     |                        |
| Handling   |                          |                       | X                     |                        |
| Applying Torque (arms)   |                          |                       | X                     |                        |
| Fine Manipulation  |                          |                       |                       |                        |
| Repetitive Work  |                          |                       | X                     |                        |
| Weight Barring   |                          | X                     |                       |                        |
| Typing, Keyboarding, or Entering<br>Data                                 |                          |                       |                       |                        |
| Computer Monitor/CRT   |                          |                       |                       |                        |
| Driving a Vehicle  |                          |                       |                       |                        |
| Working Alone  |                          |                       | X                     |                        |
| Operating Machinery or Equipment:  |                          |                       | X                     |                        |
| Heavy Equipment  | X                        |                       |                       |                        |
| Vibrating Equipment  | X                        |                       |                       |                        |
| Power Tools  | X                        |                       |                       |                        |
| Machine/Electrical Hazards   | X                        |                       |                       |                        |

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|   |   |   |   |  |
|---|---|---|---|--|
| Ladders > 6 Feet                              | X |   |   |  |
| Personal Protective Equipment                 | X |   |   |  |
| Respirator Use                                |   |   |   |  |
| <b>Work Conditions:</b>                       |   |   |   |  |
| High Noises                                   | X |   |   |  |
| Heights                                       | X |   |   |  |
| Confined Spaces                               | X |   |   |  |
| Heat Stress                                   |   | X |   |  |
| Cold Stress                                   |   | X |   |  |
| UV Exposure                                   |   | X |   |  |
| Hazardous Chemicals/Waste<br>>8 Hours Per Day |   |   | X |  |
| Overtime/Irregular Hours                      | X |   |   |  |
| <b>Senses:</b>                                |   |   |   |  |
| Eyes  |   | X |   |  |
| Visual Demanding Work                         |   | X |   |  |
| Near Vision                                   |   | X |   |  |
| Far Vision                                    |   | X |   |  |
| Depth Perception                              |   | X |   |  |
| Basic Color Discrimination                    |   |   |   |  |
| Audio Arms                                    |   | X |   |  |
| Ability to Smell                              |   | X |   |  |
| Hearing protection                            | X |   |   |  |

**Working Conditions:** *Work is performed under the following conditions.*

Most of the work is performed indoors, but some outside work is required. Incumbents are exposed to moderately disagreeable working conditions, to include dust, dirt, odors, fumes, and heat and cold due to outside weather conditions, and to unsanitary conditions such as those found in restrooms.

**Employee's Acknowledgement:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employees Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_