



TITLE: CUSTODIAN

The following job description is not intended to outline every detail of the employee's position. It will serve to give a general impression of the duties related to the job.

JOB SUMMARY

To provide students and staff with safe, clean, and comfortable school environment.

PRIMARY RESPONSIBILITY TO: Facilities Director

QUALIFICATIONS

1. High school diploma or General Education Degree
2. Minimum experience in maintenance, cleaning methods and procedures, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials
3. Is familiar with material safety data sheets and asbestos abatement documents
4. Ability to perform long periods of standing; walking; climbing; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders
5. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools
6. Ability and willingness to do general cleaning
7. Self-motivated
8. Works well under pressure and deadlines
9. Works well with students and staff
10. Excellent interpersonal, communication, and organizational skills
11. Maintain confidentiality of staff and students

MAJOR DUTIES AND RESPONSIBILITIES

1. Clean classrooms, offices, media center, and the faculty rooms daily including dust mopping, vacuuming, dusting, and emptying waste baskets in these areas
2. Clean corridors after each school day, and during the day when their condition requires it
3. Clean and sanitize bathroom and floors daily, and replenish paper and soap supplies as needed
4. Clean and sanitize all fixtures including, door handles, and drinking fountains daily
5. Clean the inside dining areas after use
6. Identify maintenance problems and report larger problems to the Facilities Director

7. Keep maintenance closets in a clean and tidy condition
8. Use supplies and chemicals properly and safely according to instructions on the labels of the manufacturer's containers

Other

1. Obey all federal and state law, administrative rules, and Board policy pertaining to plant operation, fire, safety, and environment
2. Comply with all federal and state law, administrative rules, and Board policy pertaining to the storage and disposal of recyclables, trash, waste, and debris
3. Maintain and prepare work related records and reports as directed
4. Remain on school premises for entire shift
5. Keep an inventory of supplies and equipment and inform to the Facilities Director of replacements in advance of need
6. Seek assistance should emergencies arise
7. Represent the school district in a positive manner
8. Know and follow school district policy and chain of command
9. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by your supervisor in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by Sage International School so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance

Employee Signature

Date

CUSTODIAN