

# Posting

## Delavan-Darien School District Custodian

**Posting Date: January 8, 2021**

**Job Title: Custodian – 2<sup>nd</sup> Shift**

**Description:** Clean assigned areas in a building or buildings in the district. Maintain buildings in a condition in which the staff, students, parents, and visitors feel safe, secure, and a sense of pride about district buildings and grounds. Participate in the efficient and harmonious operation of the school as an instructional institution.

**Location: District**

**Number of Hours per Day: 8**

**Starting Date: January 2021**

**Completed Application Materials due by: January 18, 2021 or until filled**

**Send to: Submit your application materials using the WECAN system at the following web address: <https://wecan.education.wisc.edu> (Review of materials and/or interviews may begin upon receipt of COMPLETE application packets.)**

**Qualifications** The custodian shall have knowledge of cleaning solutions and agents, cleaning equipment and materials, and commercial cleaning methods. Should be capable of performing routine maintenance activities and lifting 50 pounds. Requires the ability to work independently and interact positively with the public. A High School Diploma or equivalent is required.

*The Delavan-Darien School District does not discriminate in employment on the basis of race, color, age, national origin, religion, sex, or handicap.*

**Job Title: Building Custodian**

**Job Description:** Clean assigned areas in a building or buildings in the district. Maintain buildings in a condition in which the staff, students, parents, and visitors feel safe, secure, and a sense of pride about district buildings and grounds. Participate in the efficient and harmonious operation of the school as an instructional institution. Weekend work may be required.

**Responsibilities:**

1. General cleaning of assigned areas. Cleaning of an area is meant to be all-inclusive: i.e., ceilings, lighting, walls, floors, furniture, windows, fixtures, computer equipment, water fountains and mechanical systems. Cleaning refers to generally accepted practices such as washing, sweeping, dusting, mopping, vacuuming, shampooing, waxing floors, disinfecting, polishing, emptying wastebaskets, and filling soap/hand sanitizer dispensers and towel dispensers. These activities are to be accomplished on a daily basis to the extent possible and shall follow procedures in compliance with the districts Bloodborn Pathogens plan.
2. Exterior care – clean exterior areas of the building and school site, including but not limited to trash receptacles, sidewalks, driveways, playgrounds, parking lots, windows, athletic areas, and other exterior areas and surfaces.
3. Moving/setup – prepares required areas for meetings, assemblies, athletic events, and the like including moving furniture, audio visual equipment, athletic equipment, bleachers, staging, and other equipment.
4. AM Shift – unlock doors, turn on lights, prepare building for staff and students.  
  
PM Shift – lock doors, turn off lights and make the building secure.
5. Make such minor repairs to building and equipment as he/she is capable of.
6. Promptly report major repairs needed to Head Custodian or Supervisor of Buildings and Grounds.
7. Assist outside groups when they are using the building. Report any problems with heat/air conditioning, unlocking doors and turning on necessary lighting, shoveling snow and salting at entrances, checking bathrooms and cleaning them up as necessary, being readily available, pleasant, and willing to meet normal and reasonable requests and duties as assigned. Once group has started their activity, keep busy by cleaning windows, halls, dusting, etc. After group leaves, check area and make ready for the next school day. If cafeteria is approved for use, the kitchen may be opened only for water and equipment to clean cafeteria tables. The custodian on duty is responsible for this. (No other use of kitchen equipment unless approved in advance.)
8. Monitor the physical condition of facilities to ensure safe and healthful work and learning environments for occupants.
9. Work includes cleaning, minor maintenance and high level of customer service.
10. Monitor pavement for safety including slips, trips and falls and clear snow and ice when necessary.
11. Inspect playground equipment to ensure safety.
12. Turn in all lost property to the main office or leave for day custodian and notify head custodian.

Duties will vary according to the requirements of the school and staff members being served. The above list of duties are not for the purpose of limiting the assignment of work, nor are they to be considered a complete list of the many duties to be performed under this description. Other duties may be assigned as the need arises. The District Administrator reserves authority to assign additional duties and responsibilities as necessary within the scope of the employment position. Job descriptions will be reviewed as necessary to make accommodations for disabled individuals.

### **Work Context:**

Requires routine lifting of 50 pounds and occasionally lifting up to 100 pounds, standing, walking, repetitive movement, bending or twisting, and using hands to handle, control, or feel objects, tools or controls and using appropriate PPE. Requires working indoors and outdoors, exposed to all weather conditions and temperature extremes. Requires contact with children and adults (face-to-face, by telephone, electronic mail, or otherwise) and conflict situations. Job tasks are performed in close physical proximity to other people. Includes exposure to disease or infections and hazardous materials and chemicals, cramped spaces, noise, extreme temperatures, and high places. Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the School District. Opportunities to make immediate decisions without supervision, determine tasks and priorities. Requires being exact or highly accurate, meeting deadlines, coordinating or leading others in accomplishing work activities, and includes responsibility for the health and safety of others.

### **Work Activities:**

- Organizing, Planning, and Prioritizing Work and Making Decisions and Solving Problems
- Respond to customer or public complaints
- Inspect facilities to identify repair or replacement needs
- Performing General Physical Activities
- Communicating with Supervisors, Peers and Public
- Load, unload, or stack containers, materials, or products

### **Education and Experience**

**Education:** High School/G.E.D or equivalent, Red Cross Certification in First Aid, CPR, AED  
Ability to secure certifications as necessary and pass required safety tests

**Experience:** Previous custodial maintenance preferred

### **Skills**

#### **Basic Skills:**

- Active Learning
- Critical Thinking
- Learning Strategies
- Reading Comprehension
- Speaking
- Math Computation
- Monitoring
- Computer skills necessary to use internet browser, e-mail, help desk, and schedule software

**Social Skills:**

- Coordination
- Instructing
- Negotiating
- Service Orientation
- Social Perceptiveness
- Team Player

**Resource Management Skills:**

- Management of Material & Personnel Resources
- Time Management
- Complex Problem Solving

**Technical Skills:**

- Equipment Maintenance
- Equipment Selection
- Minor facility maintenance

**Knowledge Preferred:**

- Customer and Personal Service
- Public Safety and Security

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**Reports to:** Head Custodian (1<sup>st</sup>) , Director of Buildings and Grounds (2<sup>nd</sup>)

**Assignment and Hours of Work:** Location, days, and hours of work may vary

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122 throughout his/her employment in the District. It is a requirement of the district that all employees shall serve as a professional role model for students. Smoking/vaping not allowed on school property.