

Kimball Public Schools

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Custodial Worker Job Description

It is the policy of Kimball Public Schools to not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. **Job Title:** Custodial Worker
- B. **Department:** Building and Grounds
- C. **Education Level and Certification:** A high school diploma or equivalent is preferred. Previous custodial or maintenance experience preferred. Non-certificated position.
- D. **Reports to:** Building Principal (during school year) and Director of Building and Grounds (during summer months)
- E. **Qualifications:** Effective time management and ability to work alone at times or with other personnel. Must be able to lift 50 lbs at one time and transport that weight 30 ft in addition to being able to stand or walk for long periods of time. Must be able to bend, reach, stoop, and kneel numerous times daily. Ability to be patient and kind to other staff and students in the district as well as maintain good personal hygiene. Must be able to follow instructions and demonstrate personal initiative.
- F. **Essential Job Functions:** The primary responsibility of the Custodial Worker is the upkeep of district facilities. Other responsibilities are as follows (Additional duties as directed by the Building Principal or Building and Grounds Director):
 - 1. Daily dust mops, sweeps, spot mops, vacuums, & empties trash containers in assigned hallways, stairways, and entrance rugs
 - 2. Daily scrubs, cleans, & empties trash in assigned restrooms/ locker rooms/ classrooms
 - 3. Clean walls, doors, windows, and other areas weekly or as needed by appearance
 - 4. Notifies supervisor of equipment or facilities in need of repair or replacement if beyond their capability
 - 5. Cleans light fixtures
 - 6. Moves furniture/ desks as needed for cleaning
 - 7. Pick up trash
 - 8. Lock and secure all doors or windows as specified during their shift
 - 9. Turn off all lights in the evening
 - 10. Assist other staff with custodial needs
 - 11. Adjust room temperatures as needed

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12. Strips and refinishes floors
13. Scrubs floors with machines
14. Cleans air or heat vents
15. Shampoos Carpet in the summer
16. Shovel Snow in the winter as needed
17. Operate equipment as assigned and trained
18. Assist with maintenance or grounds as needed in the summer
19. Other duties as assigned by the Building Principal or Director of Building and Grounds

G. Terms of Employment: Year-round, at-will employment paid on an hourly basis, Schedule and Time determined by Building Principal (during school year) and Director of Building and Grounds (during summer months)