

## North Central Educational Service District

### Job Description – Custodian

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<b>Title:</b>	Custodian
<b>Department:</b>	District Office
<b>Classification:</b>	Classified
<b>Supervised by:</b>	Superintendent or Designee
<b>Work Year:</b>	260 Days or Assigned by Superintendent

#### **Job Purpose Statement:**

The position of Custodian is done for the purpose/s of maintaining an attractive, sanitary and safe facility; providing adequate arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure. Employees classified as Custodian I are usually assigned to work during evening hours, but may be required to work other schedules. These employees do not supervise others.

#### **Job Qualifications: Education and Experience:**

- High School Diploma or equivalent required
- Experience in building maintenance preferred
- Training in asbestos identification and BBP training

#### **Licenses, Certifications, Bonding, and/or Testing Required:**

- Criminal Justice Fingerprint Clearance
- Valid Driver's License and evidence of insurability
- Successfully pass district background and drug screening

#### **Knowledge, Skills, and Abilities:**

- Substantial knowledge and experience in accounting and bookkeeping applications
- Ability to prioritize and plan work activities and use time efficiently.
- Ability to approach others in a tactful manner.
- Ability to follow instructions and respond to supervisor direction, take responsibility for own actions, and commit to long hours of work when necessary to reach goals.

#### **Essential Job Functions:**

1. Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events (i.e., regular school, community education, special events).
2. Cleans school facilities (i.e. classrooms, offices, multipurpose rooms, grounds, windows, restrooms, sinks, carpets, floors, garbage cans, wastebaskets, gym cafeteria, and other areas as directed by principal or head custodian) for the purpose of maintaining a sanitary, safe and attractive environment
3. Delivers variety of items (e.g. supplies, mail, packages, furniture) for the purpose of distributing the materials to the appropriate parties
4. Maintains regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.
5. Informs principal, supervisor, other site personnel and students for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities
6. Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site (i.e., unlock & lock doors, secure gates, check windows, turn lights off/on; operate heating plant and equipment)

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7. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
8. Repairs furniture, equipment and minor building damage for the purpose of ensuring that items are available and in safe working condition.
9. Maintains ice & snow free access to the building
10. Requests equipment and supplies through the principal or supervisor for the purpose of maintaining inventory and ensuring availability of items as needed to properly maintain facilities
11. Maintains grounds and operates equipment as required.
12. Performs other duties as assigned.

**Educational Skills:**

**Language & Communication:**

- Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures.
- Ability to read and comprehend instructions, correspondence and memos.
- Ability to speak effectively with other employees and/or students
- Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from individuals or groups.

**Mathematical:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- Ability to apply concepts of basic algebra and geometry.
- Ability to make accurate mathematical computations or apply standardized statistical procedures manually or by device.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Reasoning Ability:**

- Ability to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists.

**Workplace Expectations:**

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff, ESD Districts, and immediate supervisor.
- Communicate regularly with community members and provide support for building use
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

### **Physical Requirements:**

1. **In an eight-hour day employee may:**

- |               |                               |   |   |                                  |
|---------------|-------------------------------|---|---|----------------------------------|
| a. Stand/Walk | <input type="checkbox"/> None | <input type="checkbox"/> 1-4 hrs            | <input checked="" type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs |
| b. Sit        | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs            | <input type="checkbox"/> 5-8 hrs |
| c. Drive      | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs            | <input type="checkbox"/> 5-8 hrs |

2. **Employee may use hands for repetitive:**

☒ Single Grasping      ☒ Pushing and Pulling      ☒ Fine Manipulation

3. **Employee may use feet for repetitive movement as in operating foot controls:**

☐ Yes      ☒ No

4. **Employee may need to:**

- |                 |  |                                       |                                     |
|-----------------|--|---------------------------------------|-------------------------------------|
| a. Bend         | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat        | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift         | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. **Lifting:**

☐ **Sedentary Work:** Lifting 20 pounds occasionally with frequent sitting and occasional standing/walking.

☐ **Light Work:** Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

☐ **Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☒ **Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

### **Mandatory Child Abuse Reporting**

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

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### **Agreement**

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, \_\_\_\_\_ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

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**Employee Signature**

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**Date**