

**PINON UNIFIED SCHOOL DISTRICT NO. 4**  
**JOB DESCRIPTION**

**POSITION/TITLE:** Custodian

**TERMS OF EMPLOYMENT:** 12 Months

**SALARY:** Classified Placement Schedule – Grade 3

**FLSA STATUS:** Non-Exempt

**BENEFITS:** Standard Package

**QUALIFICATIONS:**

1. High School Diploma required; must be able to read and write simple directions; and must be able to use simple arithmetic.
2. Custodial experience preferred.
3. Good health: Physical ability to lift (50+ pounds), bend, stoop, climb, and reach.
4. Ability to communicate and work cooperatively with others.
5. Must be able to carry out instructions as given.
6. Bilingual (Navajo/English) preferred.
7. Must have proven successful employment record.

**JOB GOAL:** To perform custodial and minor repairs in order to maximize educational learning; to assist in sanitation control and to check for security and safety hazards in assigned areas.

**DUTIES AND RESPONSIBILITIES:**

1. Cleans all District Offices 12month offices, Maintenance Building, Security Building, Transportation building and Specials Building, Eagles Nest, Housing units and other areas as assigned.
2. Maintains and keeps the halls dry from snow, ice and mud tracked in by staff.
3. Sweeps, dusts, vacuums, scrubs, waxes, and polishes floors.
4. Washes windows, walls, woodwork, and equipment.
5. Empties trash receptacles, and sanitizes them.
6. Moves furniture and equipment for cleaning and special events
7. Replaces light bulbs and performs other minor maintenance.
8. Checks and keeps bathrooms clean in assigned areas, including transportation shower rooms.
9. Polices the bathrooms, installs toilet paper, soap and roll paper towels; flushes fixtures; picks up trash; and removes graffiti immediately when found.
10. Reports any safety hazards, vandalism, or damage of school property to the maintenance office. All equipment that has malfunctioned will be returned to Maintenance Office at end of shift for repair.
11. Keeps custodial equipment clean during the day, keeps the janitorial closet clean, and returns custodial equipment to the proper area for the next janitor's use.
12. Completes other special cleaning tasks as time permits.
13. Performs other duties as assigned.

**REPORTS TO:** Facilities Director

**EVALUATION:**

The performance of this will be evaluated in accordance with provisions of the Board's Policy of Evaluation of Support Services Personnel.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_