

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

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PURPOSE

To improve student achievement by performing routine building and grounds custodial and maintenance work.

CLASS CHARACTERISTICS

Positions in this classification perform routine custodial duties at an assigned site. This classification is distinguished from the Custodian 2 in that the latter performs duties with more independence or coordinates the work of assigned custodial staff. This is the entry-level class of the series.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from an assigned supervisor, and technical and functional supervision from a higher level Custodian. Methods of performing tasks are explained in specific terms and details of the tasks are reviewed by a supervisor when work is in progress and upon completion.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Sweeping, scrubbing, waxing and polishing concrete, linoleum, tile, and wood floors.

Vacuuming and shampooing rugs and carpets.

Cleaning and dusting walls, furniture, woodwork and other equipment.

Washing, scrubbing, and disinfecting rest rooms.

Moving and rearranging chairs, tables, desks, furniture and other equipment.

Performing minor repairs to buildings and fixtures, replacing light bulbs as necessary.

Maintaining equipment used in the course of work.

Correcting or reporting safety, sanitary and fire hazards.

Securing locks on doors and windows of assigned buildings.

Monitoring the evening building schedule and allows access to appropriate areas of the building; secures building after evening use.

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Locking down the building in the event of an emergency (during school hours).

Performing routine grounds keeping duties.

Setting up, taking down, and arranging chairs, tables and related equipment for evening activities; directing visitors.

May prepare supply orders.

Temporarily performing duties of Custodian 2 in the event of emergency or Custodian 2 absence.

Directing visitors and safeguarding school property.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern cleaning methods and the use and care of cleaning materials and equipment.

Applicable safety rules, practices, and procedures.

Ability to:

Use cleaning materials and equipment

Perform heavy physical labor

Understand and carry out oral and written instructions

Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

One year of custodial experience is desirable.

Training:

High school diploma, GED, or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

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Must possess a valid Oregon Driver's License.

Work Environment:

This work is done in a school or district building environment, and may include solvent or cleaning smells, and human body waste clean up. On feet all day, with bending, lifting, standing, twisting, walking, kneeling, and climbing ladders. Must be able to lift up to 100 lb loads on occasion, and 50 lb loads repeatedly throughout the day. Safety equipment is available to be used.

Physical Requirements:

Light Repetitive Work:

Floor level: occasionally; scraping gum, pulling staples

Knee level: occasionally; cleaning desks

Waist level: continuously cleaning desks, vacuuming

Shoulder level: frequently; cleaning shelves, gathering supplies

Overhead level: frequently, changing light bulbs, dusting, washing windows

Bending: frequently; toilet bowls, tables

Twisting: frequently, mopping, vacuuming, operating floor machine, waxing floors, shampooing carpet

Squatting: picking up items from the floor

Kneeling/crawling: awkward positions, i.e. cleaning the base of desks, pulling staples out of carpet

Garbage Cans: lifted up and dumped into dumpsters

33 gallons: 24 pounds

40 gallons: 40 pounds

33 gallons from kitchen: 68 pounds

40 gallons from kitchen: 80 pounds

Empty round: 7 pounds

Empty square: 20 pounds

Average dumpster height: 54 inches

Vertical lift: ranges from approximately 24 inches to 80 inches, frequency of lifts 3-4 per shift

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Floor scrubber: 110 pounds (2 person lift)

Multi-purpose vacuum: 47 pounds, carried up the stairs

Wet/dry vacuum: 100 pounds pulled up the stairs, dry; 130 pounds, wet (not pulled up the stairs)

Mop and bucket (dry): 25 pounds carried up the stairs

Desk: 40 pounds, 29 inches to 43 inches vertical lift

5 gallon bucket of wax: One bucket: 21 inches to 29 inches vertical lift. Two buckets: 90 pounds, carried up stairs; one in each hand. Three buckets: 135 pounds pulled up stairs on a hand-truck

Can Liners: 23 pounds, lifted onto shelf 71 inches high

Case of Toilet Paper: 48 pounds, lifted onto shelf 71 inches high

Case of Paper towels: 39 pounds, lifted onto shelf 71 inches high

Push (static): 80 pounds of forces at waist level. This figure was derived at by assessing the strength of three custodians who performed the following capacities: 78 pounds, 80 pounds, and 82 pounds. It was decided by those present during the job analysis that the middle amount would be used as criteria for pre-placement screens.

Pull (static): 110 pounds of force at waist level. This figure was derived at by assessing the strength of three custodians who performed the following capacities: 90 pounds, 110 pounds, and 140 pounds. It was decided by those present during the job analysis that the middle amount would be used as criteria for pre-placement screens.

Salem-Keizer School District is an equal opportunity employer.

Position: Custodian 1

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____