

**JOB DESCRIPTION**  
**National School District**

**CUSTODIAN - DAY**

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**Purpose Statement:**

The job of Custodian - Day is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

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**Essential Functions**

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events.
- Cleans assigned school facilities for the purpose of maintaining a sanitary, safe and attractive environment.
- Evaluates situations for the purpose of taking appropriate action and/or providing guidance to appropriate personnel for resolution.
- Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment for the purpose of ensuring the availability of items required to properly maintain facilities.
- Performs general maintenance (e.g. plumbing, electrical, etc.) for the purpose of making minor repairs and/or responding to immediate concerns.
- Prepares facility for daily operations for the purpose of ensuring school facilities are operational and safe.
- Repairs furniture and equipment for the purpose of ensuring that items are available and in safe working condition.
- Responds to immediate safety and/or operational concerns for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to organization.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends in service training for the purpose of receiving information on new and/or improved procedures.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance; adhering to safety practices; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning and institutional maintenance; and safety practices and procedures

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of types of job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with constant interruptions; meeting deadlines and schedules; and working as part of a team.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under some temperature extremes and some hazardous conditions.

**Experience**            No job related experience is required.

**Education**            High School diploma or equivalent.

**Required Testing**

- Pre-Employment Drug Screening
- Pre-Placement Physical Exam
- Pre-Employment Proficiency Test

**Certificates & Licenses**

None Specified

**Continuing Educ./Training**

None Specified

**Clearances**

- Criminal Justice/Fingerprint Clearance
- Tuberculosis Clearance

**FLSAStatus**

Not Evaluated

**ApprovalDate**

8/10/16

**Salary Grade**

Clsfd 19