

LOVELAND CLASSICAL SCHOOLS

JOB DESCRIPTION: Custodian Second Shift

Hours: (4:00 p.m. to 8:00 p.m. M-F)

REPORTING STRUCTURE: Facilities Supervisor/School Principal

FLSA STATUS: Non-Exempt, \$12.00/hour

LOCATION: Assigned Building(s)

SUMMARY:

The school custodian plays an essential role in maintaining the building, and supporting the learning environment that promotes health, attitude and pride of students. In addition to regular building maintenance functions, the school custodian provides direct support to classroom teachers in set up and maintenance of furniture and equipment. The school custodian also serves as a role model for students by displaying a professional, courteous, and helpful nature. The second shift custodian is also responsible for traffic and crossing guard duty. Incumbent must be willing to work flexible hours between separate work sites and may be asked to work outside of their normal hours as needed during special events and/or school functions and/or snow removal. Performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Cleaning Functions:

- Sweep, mop, vacuum, scrub, and refinish floors; clean dust and polish furniture; wash windows and walls; clean restrooms, dispose of rubbish, change lights, etc.; make certain all areas of building are kept clean, sanitary and orderly condition according to industry and/or LCS standards.
- Assure safety during inclement weather to include shoveling, salting, providing slip protection on wet floors, securing against wind damage, snow, remove debris from down spouts when clogged, etc.
- Applies cleaning chemicals according to established safety procedures.
- Adheres to safety measures for cleaning, lifting, moving and operating equipment.
- Performs minor repair and maintenance as authorized by Supervisor.
- Removes extraneous dirt/markings from interior and exterior vertical/horizontal surfaces, (i.e., walls, doors, etc.)
- Advises building Supervisor on matters relating to mechanical equipment and/or building maintenance.
- Keeps all equipment in good state of repair and cleanliness.

Administrative Functions:

- Initiate maintenance service requests according to school procedures. Follows-through to assure that maintenance is performed in a timely manner.
- Secures equipment and supplies and protects against pilferage, loss, theft, or abuse.
- Required to stay abreast of updates and changes from school administration.

Safety and Security:

- Periodically inspects, or otherwise maintains awareness of, facility and equipment to detect and prevent injuries or damage.
- Secures school building or insure proper building security at all times. Lock and secure the building at the end of the shift.
- The school custodian operates within district and school policies and procedures, and by applying acceptable custodial standards, labor and industry standards, and OSHA standards.

Education and/or Experience:

- Graduation from high school or equivalent.
- Custodial experience preferably in an education setting. Additional related experience may be substitute for formal education as deemed appropriate.

Language Skills:

- Ability to speak or otherwise communicate effectively in the English language.
- Ability to read, comprehend and interpret documents, schedules and procedures manual in English.

Desired Qualifications:

- Knowledge of intrusion alarms, automatic fire alarm/sprinkler systems, HVAC systems and controls (computer controlled type experience preferred).

Other Qualifications:

- Ability to maintain good working relations with all employees, vendors, and contractors.
- Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
- Initiative and ability to work with minimal directions, sound judgment and decision making capabilities are essential.
- Ability to utilize basic computer skills including e-mail, radio communications with others and cell phones. Ability to use copier and fax machines.
- Must possess a valid Colorado state driver's license and be willing to travel between schools.
- This position requires applicants to pass a background check and have their fingerprints submitted to the CBI.

PHYSICAL DEMANDS:

The physical demands and work environment described here are representative of those that must be met by employee to successfully perform the essential functions of this job.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, sit, move about, hear and speak. Noise level may be high when operating power equipment. Employee may be required to work in restricted places to including crawling and/or climbing as working heights. Required to stand, be on feet, and move around for a full work shift.

Employee must have the ability to work using ladders, scaffolding, mechanical lifts and vehicles. Employee must have the ability to spend most of the work-day standing, lifting, and walking. Employee must have the ability to lift up to 60 pounds and move heavier materials using appropriate equipment. Employee must have the ability to push and pull up to 100 lbs.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to use safety equipment properly and as appropriate to the work to prevent injury to self or others.

WORK ENVIRONMENT:

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.

ACKNOWLEDGMENT:

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)