

Dallas Center-Grimes School District

Job Description

Job Title: **Custodian** Job Code:
 Job Family: **Custodial** FLSA Status: **Non-Exempt**
 Pay Program: **Classified**
 Prepared/Revised Date: **May 2024** Work Year: **12 months**

SUMMARY: Responsible for Custodial staff supervision and the overall cleanliness, sanitation, security, safety and maintenance of the assigned facilities, buildings, grounds and equipment. Manage custodial personnel schedules and time, custodial inventory and equipment, custodial expenditures, building repairs and maintenance, seasonal and special projects, building use and building systems and operations of the assigned school.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required, but the lists are not fully inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

JOB TASK DESCRIPTIONS:	Freq.	%
1. Perform cleaning duties including removing trash and cleaning and/or sanitizing of all location's facilities, including, but not limited to classrooms, restrooms, hallways, stairwells, common areas, offices, cafeteria, gymnasium, media center, locker rooms, auditoriums, stages and custodial offices/storage areas. Secure doors and turn out lights.	Daily	65
2. Assist with building operation for building use and events, including setting up cleaning up, locking /unlocking areas for access and supporting individuals using building areas.	Daily	5
3. Assists with staff, public, students, teachers, and community groups using the building during assigned shift. Answers questions, responds to requests and/or direct individuals to appropriate personnel or building areas.	Daily	5
4. Perform building and site safety and operational checks, including inspecting for hazards, graffiti and vandalism. Respond to fire alarm and burglar alarms. Report findings to supervisor.	Daily	5
5. Communicate with Supervisor about issues and needs for department.	Daily	5
6. Assist with maintaining outside grounds: mowing; edging; tree trimming; removing snow, ice and gravel; cleaning outside windows, doors and lighting.	Weekly	5
7. Perform seasonal, summer and project cleaning as planned and assigned by Supervisor.	Quarterly	5
8. Perform other duties as assigned.	As Needed	5

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be 18 years of age
- Recommended experience in general cleaning, chemical handling and customer service.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- District required background checks
- Must be 18 years old.

- Ability to successfully complete a pre-hire, post-offer physical examination and pre-work screen.
- Blood borne pathogens, Right to know and Lock out/Tag out training required

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Basic problem solving skills
- Ability to acquire skills necessary to operate various types of cleaning equipment.
- Ability to prioritize tasks and adapt to changes without notice.
- Ability to promote and follow Board of Education policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to appropriate supervisor/administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of basic custodial cleaning equipment.

REPORTS TO: Head Custodian

May occasionally take direction from the Building Administration to prioritize daily activities.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for ensuring resources are used responsibly.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Rarely	Under 1/3	1/3-2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Read with hands and arms				X
Climb or balance		X		
Stop, kneel, crouch, or crawl			X	
Talk			X	
Hear				X
Smell		X		
Lift up to 10 lbs				X
Lift up to 25 lbs				X
Lift up to 50 lbs			X	
Lift up to 100 lbs		X		
Lift more than 100 lbs	X			
Work Environment:				
Wet or humid conditions (non-weather)		X		

Work near moving mechanical parts		X		
Work in high precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		