

NORTH KITSAP SCHOOL DISTRICT

JOB DESCRIPTION

Maintenance ~ Custodian

Purpose of the Job

The custodian cleans and maintains assigned schools/buildings to ensure a safe and sanitary educational environment.

Essential Job Functions

1. Cleans and maintains floors; applies various chemical solutions and finishes; vacuums and shampoos carpets; strips and waxes floors per schedule; operates a variety of power equipment.
2. Straightens furniture in classrooms and offices; dusts surfaces; washes walls, desks, and windows.
3. Picks up waste papers and empties trash containers. Cleans and sanitizes restrooms; refills dispensers.
4. Performs minor maintenance; replaces lamps, repairs doors, and checks hinges; may repair locks; checks roof drains; removes clogs from toilets and sinks; paints doors or rooms, etc.
5. Periodically checks building for damage and graffiti; takes action to repair damage, and informs supervisor.
6. Maintains and performs minor maintenance on custodial equipment.
7. Maintains current knowledge of school fire fighting equipment; reports a fire and obtains emergency help.
8. Maintains safe conditions in buildings to eliminate hazards and prevent accidents.
9. Ensures that doors and windows are locked and the building is secured before and after hours.
10. Responds to staff requests or minor emergencies; takes action promptly.
11. Maintain building's appearance; collects trash and sweeps walkways.
12. Provides direction and training for substitute, temporary, or job training assistants. Maintains good working relationship with Community Schools people using building; responds to requests; informs supervisor if problems arise.
13. Perform other duties as assigned.

Qualifications

Education & Experience:

1. Experience in, or ability to learn, proper use and application of a variety of chemicals and products.

Knowledge, Skills, & Abilities:

1. Demonstrated strong skill in reading, writing, and communications.
2. Demonstrated ability to perform minor repairs.
3. Knowledge of general cleaning procedures.
4. Demonstrated ability to learn the use of specialized cleaning equipment.
5. Demonstrated ability to work independently.
6. Demonstrated ability to follow schedules, implement instructions, work cooperatively with others, and use cleaning materials safely.
7. Demonstrated ability to lift moderately heavy objects.
8. Demonstrated ability to maintain effective working relationships with district staff.

Licenses, Certificates & Special Requirements:

1. Valid driver's license is required.
2. Good health.

Reporting Relationship

Responsible to the Custodial/Facilities Supervisor; head custodian, as delegated by the Custodial/Facilities Supervisor.

Conditions of work:

Union Affiliation:

SEIU

FLSA Status:

Non-exempt

Wage Range:

SEIU

Job

SEIU-105

Job History:

Revised: 10/22/02, 9/9/03

Immediate Supervisor

Date

Director of Human Resources

Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice