Lewiston-Altura Public Schools ISD #857 - Job Description

Job Title:	**ELEMENTARY DAY CUSTODIAN**
Department/Section:	Custodial, Support
State Job Match:	120
Title of Immediate Supervisor:	Building Principal

JOB SUMMARY -- There are some general practices and duties common to the entire custodial staff. In general this position provides students and staff with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop. Custodians perform cleaning and custodial duties as directed by building Principal in assigned areas following cleaning procedures established in conjunction with the Head of Buildings and Grounds.

Each building and site is to be maintained in as presentable a state of repair and cleanliness as possible, both inside and outside. While the Head of Buildings and Grounds is generally responsible for the conditions of the buildings and sites it is important that the Building Custodians are able to determine what needs to be done at the site with as little direction as possible. Open communications between and among the custodial staff and Administration will help this process and provide a positive image for the individual schools and the district as a whole.

The first thing people see when they enter a district are the grounds around the building and the floors when they enter the building. Uniforms are provided to help maintain a positive image for the schools. The shirts should always be worn when on duty while school is in session.

Task No. And Description

1. Unlocks building and performs security inspection in the morning.

2. Regulates wall thermostats for heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of natural gas, water and electricity.

3. Cleans floors, walls and ceilings, including washing, mopping dusting, vacuuming.

4. Check to ensure that all doors and windows are working properly.

5. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.

6. Sets up cafeteria for breakfast and lunch.

7. Empties trash containers daily.

8. Cleans cafeteria after final lunch period.

9. Sets up gym for school assemblies including public address system.

10. Monitors, adjusts and resets building security and fire alarm system.

11.   Reports needed major repairs to the Head of Buildings and Grounds.

12.   All custodians who have their Boiler License will be put on a revolving schedule to complete weekend building checks.

13.   Gains working knowledge of cleaning chemicals and their use, cleaning equipment and its use, and district cleaning standards.

The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks, which may be assigned to this position.

QUALIFICATIONS: Specific training or job experience required before appointment: Demonstrated aptitude or competence for assigned responsibilities. Special Class Engineer Boiler License must be obtained within one year of date of employment. High School Education. Self-starter. Physical requirements: Reasonable good health, ability to lift up to 75 pounds regularly.

Estimated length of time required for new entrant to achieve acceptable level of proficiency: 90 days.

ORGANIZATIONAL RELATIONSHIPS: This position reports directly to the Head of Buildings & Grounds coordinates some work with other custodial staff, and provides facility support to teaching and support staff.

WORKING CONDITIONS: Occasional extreme temperatures, noise, exposure to hazardous substances.

TERMS/CONDITIONS OF EMPLOYMENT: reflected in the Lewiston-Altura Schools Support Staff Salary & Benefits Handbook.

PERFORMANCE REVIEW: Annual performance review by the Head of Buildings & Grounds and Building Principal consistent with District policy

Updated November 2006
Revised January 2014