

# JOB DESCRIPTION



Maintenance Custodian

(Job Title)

Exempt ( )

7/21/14

Facilities

Non Exempt ( x )

Date

Classification Series

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## General Definition

Under general direction, perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe school site environment. Perform custodial duties to include overall building and grounds maintenance and minor repair functions.

### **SUPERVISION RECEIVED:**

Center Director

Facilities Technician

### **PROVIDES WORK DIRECTIONS TO:**

None

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### **ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO:**

1. Performs routine and comprehensive custodial maintenance of assigned facilities;
2. Vacuums and shampoos carpets and cleans furniture, and washes windows as necessary;
3. Removes trash in accordance with established procedures;
4. Cleans and disinfects restrooms, and other facilities and orders and stocks facilities with paper and supplies;
5. Reports and responds to emergency calls for custodial assistance;
6. Troubleshoots and repairs minor plumbing and electrical problems and replaces a variety of light bulbs and lighting accessories;
7. Performs minor repairs and maintenance of buildings such as patching walls and doors;
8. Paints walls and trim, and replaces fixtures and partitions, replaces damaged ceiling and floor tiles, and repairs carpet;

9. Mows and fertilizes lawn, weeds, plants and maintains flower beds, irrigates and maintains irrigation system;
10. Trims trees and shrubs and may spray for insects; and
11. Performs general maintenance in and around school facility, minor and routine painting, carpentry, lock repair and replacing switches and other related maintenance activities.

**TYPICAL DUTIES:**

1. Sweeps, mops, waxes, and vacuums floors and carpets as required in office and classrooms;
2. Sanitizes all required surfaces, such as bathroom spaces and surfaces, including toilets, sinks, floors, and countertops;
3. Maintains window and window coverings;
4. Washes windows, mirrors, walls, and children's chairs;
5. Maintains grounds in a fashion that supports health and safety and children's play;
6. Assists teachers in safely moving furniture;
7. Maintains refrigerator as needed;
8. Cleans, and inspects playground daily for glass and other hazardous objects, sterilizing sand with bleach as needed and sweeps asphalt/sidewalks;
9. Maintains adequate supplies of all materials necessary to support hygiene (i.e. paper towels, soap, toilet paper, etc.);
10. Clean debris from sidewalk;
11. Dispose of waste and sanitize waste containers;
12. Notifies management concerning need for major repairs or additions to lighting, and ventilating equipment; and
13. Performs other related duties.

## **Minimum Employment Qualifications/Competencies**

**EDUCATION AND EXPERIENCE:**      **Any combination equivalent to:**

High school diploma or general education degree (GED); or six months related experience and/or training; or equivalent combination of education and experience. Custodial and building maintenance in a school setting preferred.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

1. Methods of maintaining, cleaning and preserving a variety of surfaces;
2. Proper use of a wide range of chemicals according to state and federal regulations;
3. Handling and disposing of hazardous materials and blood borne pathogens with care; and
4. Safety techniques and procedures.

**Ability to:**

1. Work with pesticides; safely dispose of hazardous materials; identify stains and use proper chemicals for their removal;
2. Perform physical labor;
3. Understand and carry out oral and written directions;
4. Maintain cooperative working relationships;
5. Operate floor buffers, vacuum, mops, broom, dusting equipment and various hand tools;
6. Read English and comprehend simple instructions, short correspondence, and memos;
7. Write simple correspondence in English;
8. Use close vision and to adjust focus; and
9. Interact with young children.

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Oral Communication** - Listens and gets clarification; Responds well to questions.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Diversity** - Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.

**Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically. Upholds the Agency's values.

**Organizational Support** - Follows agency policies and procedures.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment;

Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Motivation** - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats everyone with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Asks for and offers help when needed.

**Innovation** - Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.

**Adaptability** - Adapts to changes in the work environment.

**PHYSICAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 75 lbs. unassisted and occasionally up to 100 lb.), bending, standing, climbing or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Reach with hands and arms, stand, talk or hear; walk; and use hands to finger, handle, feel or operate various tools. Regularly required to sit, climb or balance, stoop, kneel, crouch, or crawl. must occasionally lift and/or move up to 100 pounds.

***Disclaimer: “This job description is intended to convey information essential to understanding the scope of this position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with this position. Nothing in the job description restricts AKA Head Start’s right to change, assign, or re-assign duties and responsibilities at any time for any reason.”***

**CERTIFICATION:** *I certify that I have reviewed the role expectations of my position and understand the description of my job as outlined above.*

Employee’s Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_

BOD Approved: **7/21/14**