

**SUPPORT STAFF POSITIONS**  
**Job Description: Custodian**  
**Non Exempt**

**TITLE:** Custodian

**DEFINITION:** Under supervision, the employee will maintain an assigned school facility, group of buildings, or other space in a clean, orderly, and secure manner following a predetermined schedule; and to do other related work as required.

**QUALIFICATIONS:**

1. High School graduate or equivalent.
2. Ability to perform general maintenance and custodial duties in buildings.
3. Such other qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Environmental Services

**DUTIES:**

1. Clean and mop bathrooms on a daily basis.
2. Stock all restrooms and areas with sinks with the appropriate paper products needed (paper towels, soap and toilet paper).
3. Sweep classrooms with tile floors/vacuum classrooms with carpet on a daily basis and spot mop all tile floors daily.
4. Sweep and mop all tile hallways/vacuum all carpeted hallways.
5. Empty all trash cans (inside and outside) and replace liners daily.
6. Empty all pencil sharpeners daily.
7. Sweep and mop all stairwells daily in building.
8. Clean sinks in all areas daily.
9. Clean tables.
10. Clean chalkboards and dry erase boards in all classrooms.
11. Keep entryway clean and free from debris and dirt.
12. Lock all exterior doors by 4:00 p.m.
13. Secure building and check all exterior doors and windows making sure they are shut and locked prior to departure for the evening.
14. Pick up supplies from shop for each specific area assigned.
15. Follow the specific cleaning schedule for each assigned area.
16. Follow all safety instructions for equipment usage and cleaning chemicals.
17. Report any safety hazards to the supervisor immediately.
18. Follow all District Safety Rules.
19. Report all maintenance concerns to the supervisor. Custodian may perform minor maintenance jobs within personal knowledge and skill.
20. Display initiative in evaluating and increasing the effectiveness of the custodial department.

21. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
22. Perform additional duties that may be assigned by the Director of Facilities.
23. The employee is held accountable for all duties of the job.

#### SPECIAL DUTIES:

1. Dust furniture, window ledges, door frames, etc.
2. Clean glass in doors and glass adjacent to class room doors.
3. Thorough mopping of classrooms, cafeteria and hallway.
4. Burnish hallway and cafeteria bi-monthly (minimum).
5. Snow removal.
6. Open doors for night and weekend activities.
7. Clean up after evening classes and weekend activities.
8. Verify that anyone in the building after hours has permission to be there.
9. Complete work orders assigned.
10. Move furniture and equipment.

#### MINOR MAINTENANCE:

1. Replace all burnt light bulbs/tubes and ballasts as necessary.
2. Paint & repair holes in walls when needed.
3. Install soap, toilet paper, paper towel dispensers, pencil sharpeners.
4. Secure broken item to make the situation safe so that it may be addressed by a Maintenance Mechanic.

#### PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 5 to 100 pounds of force frequently to lift, carry, push, pull or otherwise move objects. Must have an adequate range of motion in the upper extremities.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**EMPLOYMENT TERMS:** Salary and work year to be established by the superintendent of schools in accordance with the policies of the Board of Education.

**EVALUATION:** Performance of the assigned duties will be evaluated by the Director of Environment Services in accordance with the policies of the Board of Education.

**NOTICE REGARDING WORKER COMPENSATION INJURIES:**

All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

<b>Regional Occupational Medical Program</b>	<b>Rio Grande Hospital Clinic</b>
<b>2115 Stuart Street</b>	<b>1280 Grand Avenue</b>
<b>Alamosa, CO 81101</b>	<b>Del Norte, CO 81132</b>
<b>(719)589-8110</b>	<b>(719)657-2418</b>

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and the Risk Manager in the administration office (852-5996).
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

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I have reviewed, understand, and can fulfill the requirements of this job description.

In addition, I have read and am fully aware of the district procedure regarding medical treatment for work-related injuries and illnesses.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Policy GDAU-R-2 approved by Board of Education: 06/26/08

Monte Vista School District No. C-8, Monte Vista Colorado