



## David Douglas School District #40

### Classified - Job Description

#### **CUSTODIAN II – DAY CUSTODIAN**

Schedule: 12 months per year  
Class: 13

#### **POSITION PURPOSE**

To provide custodial services for a school facility so that it is clean, safe, well maintained and provides a positive learning environment for students. The regular work week for this position is Tuesday through Saturday during the school year.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Make minor repairs to doors, lockers, shades and other school equipment
- Replace light bulbs, paint walls and ceilings, tape broken windows
- Maintain and repair equipment such as buffers, scrubbers or send to maintenance department.
- Replace air filters
- Check boilers to ensure that they are operating properly
- Clean up all spills, pick up trash, respond to special requests for custodial services by teachers and administrators
- Set up, take down and remove all furniture, shelving and partitions
- Clean drains, gutters and roofs
- Sweep walks and pick up debris on grounds
- Oversee building during periods of special use, such as SAT testing and student activities
- Check unidentified visitors to building
- Assist head custodian and other maintenance classifications as needed
- Be on call to report to the building in emergencies
- During summers, inspect facilities and make minor repairs as needed
- Perform other duties, as assigned

#### **QUALIFICATIONS FOR WORK**

- High School diploma or equivalent
- 21 years of age or older and related work experience
- Knowledge of materials, methods and equipment used in building service work
- Ability to operate buffers, scrubbers, vacuum cleaners and other cleaning equipment
- Knowledge of occupational hazards and safety precautions, including handling and disposal of hazardous materials
- Basic computer skills
- Skill in making minor repairs
- Ability to work harmoniously with others and communicate effectively and appropriately, both orally and in writing, with students, staff and visitors
- Ability to understand and follow oral and written instructions with limited supervision

#### **ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate to extensive degree of physical stamina and frequent lifting up to 50 pounds and occasional lifting of up to 100 pounds. Ability to lift furniture, desks, shelving, staging and cleaning supplies and equipment. Frequent and prolonged standing, walking and bending. Ability to climb ladders, stretch and bend to perform such duties as cleaning, repairing, painting, cleaning roofs, gutters and drains and general maintenance. Ability to move freely around the school building and grounds. Exposure to outdoor weather conditions. Exposure to chemicals, dirt, dust, paint, noise and activity of a school setting.

#### **David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.