



## David Douglas School District #40

### Classified - Job Description

#### CUSTODIAN IV – DISTRICT OFFICE CUSTODIAN

Schedule: 12 months per year  
Class: 15

#### POSITION PURPOSE

To oversee the building service activities of a school facility so that it is clean, safe, well maintained and provides a positive learning environment for students.

#### NATURE AND SCOPE OF RESPONSIBILITIES

- Receive requests for custodial services and incorporate these into the work schedule
- Inspect facility to determine needed cleaning repair and maintenance. Follow up to insure work is completed on time and meets districts standards. Plan long term and short term maintenance and cleaning schedules
- Submit work orders and work with Maintenance Department and outside contractors in scheduling building maintenance
- Work with building and fire inspectors
- Prepare reports on vandalism
- On call for security response throughout district
- Perform custodial functions such as: cleaning and buffing floors, vacuuming cleaning up spills, replacing light bulbs, moving furniture and materials. During summers, paint walls, ceilings, equipment, parking lots. Maintain cleaning equipment
- Order cleaning and maintenance supplies for school through supervisor or warehouse or directly through approved suppliers
- Perform set up and preparation of Board Room for Board Meetings, Workshops and other events
- Knowledge in use of hazardous materials, in safety, use of equipment and custodial methodology
- Daily delivery of district mail to post office
- Locking gates and arming of the alarm at South Powellhurst
- Assist other maintenance classifications as needed
- Perform other duties, as assigned

#### QUALIFICATIONS

- High School diploma or equivalent
- 21 years of age or older and related work experience
- Possess supervisory skills
- Knowledge of materials, methods and equipment used in building service work
- Knowledge of occupational hazards and safety precautions, including handling and disposal of hazardous materials
- Skill in making minor repairs
- Basic computer skills
- Ability to work harmoniously with others and communicate effectively and appropriately, both orally and in writing, with students, staff, and visitors
- Possession of a valid first aid card is desirable
- Possession of a drivers license and vehicle
- Ability to maintain a high level of ethical behavior and to maintain the confidentiality of information related to staff

#### 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.