

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

CUSTODIAN

DEFINITION:

Under the direction of Head Custodian, perform a variety custodial services during an assigned shift at an assigned school site or facility; ensure a clean, safe and organized environment for students, staff and visitors of the school district; prepare facilities for classroom activities and campus events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Clean assigned site and/or facilities to maintain a safe, sanitary and attractive environment.
- Prepare site and facilities for daily operations (e.g. opening gates, raising flags, sweeping and clearing walkways).
- Perform basic maintenance on custodial equipment, facility furniture and fixtures; change vacuum bag, belt, light bulbs; ensure items are functioning properly.
- Replenish classroom and restroom supplies to ensure adequate quantities for daily use.
- Secure site and facilities to minimize property damage, equipment loss and potential liability.
- Assist with on-site snow removal to ensure safe access to facilities.
- Respond to immediate operational or safety concerns taking appropriate action or notify appropriate personnel.
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: sufficient education and experience to demonstrate the knowledge and abilities listed above.

Licenses and other Requirements:

- Valid Utah State Class D Driver's License.
- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.
- Oral and written communication skills.
- Safe use and operation of equipment and chemicals used in custodial work.
- Care and maintenance of custodial and building equipment and tools.

Ability to:

- Perform routine custodial activities at assigned school site or facility.
- Operate a variety of custodial equipment.
- Use cleaning materials and equipment in a safe and efficient manner.
- Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
- Move and arrange furniture and equipment.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Meet schedules and time lines.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor work environment.
- Subject to fumes, dust and odors.
- Subject to extreme weather conditions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Seeing to perform custodial duties.
- Walking or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Climbing ladders and working from heights.

Hazards:

- Exposure to cleaning agents and chemicals.
- Blood and bodily fluids.
- Working on ladders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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