

## Custodian

## **Employer**

Arkansas City USD 470 2545 Greenway Rd Arkansas City, KS 67005

# **Job Description**

Position Type: Full Time

#### Job Goal

Under the direct supervision of the Principal, Director of Facilities, and Business Manager, performs general cleaning and maintenance in school buildings and grounds; maintains equipment in functional condition; and provides cleaning and custodial assistance to students, teachers, visitors and others as necessary. Performs related duties and general maintenance work as required.

#### **Essential Job Functions**

- Checks and secures building at beginning and end of shift for the purpose of ensuring the safety and cleanliness of the building.
- Cleans rooms, hallways, cafeterias, restrooms, offices, stairways, and other areas of building according to school district standards.
- Sweeps, mops, buffs, strips, and waxes floors.
- Cleans rugs, carpets, upholstered furniture, and blinds.
- Washes walls, ceilings, woodwork, windows, doors, and sills.
- Removes graffiti, cleans glass areas.
- Replaces light bulbs.
- Sets up and breaks down chairs, tables and equipment in meeting rooms, and functional rooms.
- Clears snow from entrances and walks, and spreads sand and ice melting chemicals.

- Performs grounds-keeping duties, clears debris and maintains grounds.
- Receives deliveries and assists in unloading trucks and storing supplies.
- Delivers supplies and materials to classrooms, bathrooms and other areas of the building.
- Empties wastebaskets; picks up and removes trash and assists in recycling program.

#### **Additional Duties:**

- Performs general cleaning, and repair work, particularly during school vacations.
- Assists parents and other visitors to school buildings with special events and programs.

#### Equipment

Uses hand tools of trade and related power equipment, including brooms, mops, floor cleaning and waxing machines, vacuum cleaners, snow blowers, shovels, power mower and hand tools.

#### **Safety Requirements**

- Follows all applicable safety rules, procedures and regulations governing the proper use of tools and power equipment used in the performance of duties.
- Wears appropriate safety gear, including masks.
- Must comply with school district's chemical hygiene program and follow MSDS sheets.

#### **Knowledge, Skills and Abilities**

- Ability to follow oral or written work orders from supervisor, and to coordinate work with principal and others.
- Ability to read, write and speak English fluently.
- Ability to describe orally or in writing cleaning, maintenance or repair problems as needed.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to add, subtract, multiply and divide all units of measure.
- Ability to work in poor weather conditions, including heat, cold, rain, or snow.
- Ability to work above ground from ladders and automatic lifts.
- Ability to perform work according to standard procedures and schedule set forth by supervisor(s).

## **Qualifications Profile:**

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying.

Typical qualifications would be equivalent to:

- High School Diploma or GED.
- Previous experience in building and cleaning maintenance desirable.

FLSA Status: Non-exempt

This institution is an equal-opportunity employer.

**Application Instructions:** <u>Here</u>