Custodian - District Administration Center

Purpose Statement
The job of Custodian - District Administration Center is done for the purpose/s of providing specialized custodial services at the District Administration Center; ensuring an attractive, sanitary and safe environment for staff and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for activities and special events; and ensuring that tasks are completed in a safe, proper and timely manner.

This job reports to Custodial Services Manager

Essential Functions
- Arranges and assembles furniture and equipment as needed (e.g. shelving, desks, chairs, etc.) for the purpose of providing adequate preparation for special events.

- Cleans and maintains assigned facilities and/or grounds (e.g. offices, cafeteria, hallways, staircases, restrooms and bodily fluids, conference rooms, grounds, snow and ice removal, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.

- Cleans space following games, performances, and other special events (e.g. stadium, field, theater, gym, etc.) for the purpose of maintaining a sanitary, clean and attractive environment.

- Conducts custodial administrative functions and all custodial activities within the administration building for the purpose of ensuring functions are performed efficiently and in compliance with site requirements and established standards.

- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.

- Cross trains assigned personnel (e.g. grounds, trades, etc.) for the purpose of ensuring coverage in case of personal absences.

- Distributes a variety of items to offices and administrators, for the purpose of distributing materials to their proper destination.

- Inspects facilities daily for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment.

- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.

- Participates in meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.

- Participates in a variety of staff training (e.g. fire, intruder, earthquake, health and safety, etc.) for the purpose of ensuring that emergency procedures are in order, alarm systems are operational and/or established procedures are effective.

- Performs snow removal operations or other unplanned requirements which could occur outside of normal working hours for the purpose of ensuring access and safety.
● Performs minor maintenance on custodial equipment, office furniture and fixtures (e.g. change vacuum cleaner belts, bags, ceiling tile, lights, etc.) for the purpose of ensuring proper functioning and usability of items.

● Picks up trash from the building grounds, including parking lots, during the regular litter patrol, or as needed for the purpose of maintaining a sanitary, safe and attractive environment.

● Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, etc.) for the purpose of documenting and/or relating activities requiring action to administration.

● Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.

● Responds to inquiries from staff, and/or visitors for the purpose of providing information, taking appropriate action and/or referring to appropriate personnel for resolution.

● Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.

Other Functions

● Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; operating standard office equipment and computers including pertinent software; adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; use of basic tools for minor repairs; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; lift 50 lbs.; and climb ladders up to 8'.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling,
crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, 20% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Equivalency:**

**Required Testing**
- Essential Function Test
- Physical Exam

**Certificates and Licenses**
- None Specified

**Continuing Educ. / Training**
- Asbestos maintenance and operations training within 30 days of hire

**Clearances**
- Criminal Justice Fingerprint/Background Clearance

**FLSA Status**
- Non Exempt

**Approval Date**
- 7/1/2022

**Salary Grade**
- See Classified Salary Schedule

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.