

Carson City School District Job Description: Custodian I

Job Title: Custodian I

Related Categories: Utility Custodian

Location: School Site or Department

Reports To: Principal, Supervisor, or Designee

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 12-23-2019

General Job Description:

Under supervision, to keep assigned buildings, classrooms and office spaces clean and orderly; to perform custodial tasks in the care of floors, furniture, walls and equipment; and to perform related work as required.

Experience or training required:

Knowledge of: Basic methods, materials and equipment used in custodial work; good work habits; safe work practices; basic tools used in the routine maintenance of campus grounds and walkways.

Ability to: Learn schedules, procedures and the use of tools and equipment used in custodial work; work without immediate supervision; learn to use cleaning materials, disinfectants and equipment used in custodial work; understand and carry out oral and written instructions; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position: A typical qualifying entrance background is completion of informal training in janitorial or custodial duties or a closely related field; or Entry-level experience performing janitorial or custodial duties, wherein the incumbent has acquired the knowledge and abilities listed above.

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card.

The Job Functions:

Incumbents typically perform duties under the supervision of a Custodian II/III District supervisor. The following duties are typical of the positions in this class collectively, but no one position would not normally include all of these duties, nor is any one position necessarily limited to any one of these duties. Positions in this class perform work which is highly structured, which seldom varies and which is performed in accordance with established instructions.

Essential Job Functions:

Sweeps, scrubs, sanitizes, mops, waxes and oils floors; vacuums rugs and carpets in classrooms, offices, workshops and other work areas; dusts and polishes furniture and woodwork; empties and cleans waste receptacles and pencil sharpeners; cleans and restocks rest rooms; washes windows, chalkboards and walls; polishes metalwork; takes routine care of custodial equipment and materials; moves and arranges furniture and equipment; sets up auditorium, cafeteria and classrooms for special events and meetings; makes minor non-technical repairs to building and fixtures; replaces lights; cleans and adjusts shades and blinds; adjusts desks and other furniture; scrapes and refinishes floors; turns lights on and off; unlocks and lock doors and gates; cleans and waxes desks; picks up paper and debris; picks up trash containers and empties into large bins; delivers supplies to classrooms; may assist others in making repairs; and cleans vandalized walls as necessary. Occasional exterior work and grounds as needed depending on safety and operational concerns.

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Must be able to collaborate with other staff members, parents/guardians, and community partners in a positive, friendly and approachable manner; and perform related work as required.

Physical Demands and Working Conditions:

Strength: Heavy Work – Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. Will be required to use a variety of chemicals on a daily basis. May be required to wear goggles, gloves, face shields and back support occasionally. Incumbent must be in good physical condition and must take a physical examination at the District’s expense. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work within school campuses, office buildings, grounds settings and use standard operations equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

Environmental Conditions:

Climate controlled school setting with temperatures ranging from mild to moderate cold/heat. Occasional work on surrounding campus grounds under the usual and customary seasonal weather conditions. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and machinery (as related to specific assignment).

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
Utility:	This is a day and/or evening shift class of custodial work on a school district campus and other district properties; incumbents typically perform duties under the supervision of a custodial supervisor and/or site administrators following duties are typical of the positions in this class collectively, but no one position would normally include all of these duties nor is any one position necessarily limited to any one of these duties; raise and lowers flag; lines field for games; waters planted areas; replaces ceiling tiles; sets up for special events; repairs ballasts and outlets; sweeps sidewalks; performs special custodial work when requested, operates District vehicles; fill in for other operations teammates when short-handed. <u>Supplemental Modifier: 10% added to hourly rate</u>

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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District’s non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.