



PO Box 185 ~ 511 Broadway
Melba, Idaho 83641
phone 208-495-1141 ~ fax 208-495-1142
www.msd136.org

Title: Custodian
Pay Grade: Dependent on Pay Scale for Classified Employees
Supervisor: Maintenance/Custodian Supervisor

Job Summary:

To provide students and staff with safe, clean, and comfortable school environment.

PRIMARY RESPONSIBILITY TO

Maintenance/Grounds Supervisor and/or Night Shift Head Custodian

MAJOR DUTIES AND RESPONSIBILITIES

Must report to work on site and on time.

Inspecting Facilities and Readying them for Use

- Open and close the building each day and determine, before leaving, that all doors and windows are secured, and all appropriate lights are turned off
- Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy
- Operate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity
- Conduct an ongoing program of general and preventative maintenance, upkeep, and repair, making minor repairs and reporting major repair needs, unsafe situation, vandalism, or other damage to school property promptly to the maintenance and grounds supervisor or night shift head custodian
- Move furniture or equipment within the building as required for various activities and as directed

Other Building Maintenance

- Clean classrooms, offices, the library, and the faculty room daily including dust mopping, vacuuming, dusting, and emptying waste baskets in these areas
- Clean corridors after each school day, and during the day when their condition requires it
- Clean and sanitize bathroom and locker room fixtures and floors daily, and replenish paper and soap supplies as needed
- Clean and sanitize all fixtures including telephones, door handles, and drinking fountains daily
- Clean the cafeteria dining areas after use
- Clean all windows on both the inside and outside as scheduled
- Identify maintenance problems and report larger problems to the appropriate person in a timely manner

- Keep maintenance closets in a clean and tidy condition
- Use supplies and chemicals properly and safely according to instructions on the labels of the manufacturer's containers

Grounds Maintenance

- Keep the building premises, including sidewalks, driveways, and play areas neat and clean at all times
- Shovel, plow, salt, and sweep sidewalks, steps, driveways, and parking areas as necessary
- Display the U.S. flag during school hours on days when school is in session
- Perform grounds-keeping chores including grass-cutting, tree-trimming, leaf raking, and removal of litter
- Perform summer work to include such tasks as cleaning out rain gutters and painting

Other

- Communicate information and needed repairs to staff working the following shift for further follow up or repair
- Obey all federal and state law, administrative rules, and Board policy pertaining to plant operation, fire, safety, and environment
- Comply with all federal and state law, administrative rules, and Board policy pertaining to the storage and disposal of recyclables, trash, waste, and debris
- Maintain and prepare work related records and reports as directed
- Inform the maintenance and grounds supervisor or night shift head custodian of replacements in advance of need
- Keep maintenance closets in a clean and tidy condition
- May be required to wear a standard uniform selected by the district for security purposes
- Remain on school premises for entire shift
- Keep an inventory of supplies and equipment and inform the maintenance and grounds supervisor or night shift head custodian of replacements in advance of need
- Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at inservices
- Seek assistance should emergencies arise
- Represent the school district in a positive manner
- Know and follow school district policy and chain of command
- Perform other duties as assigned

Qualifications:

- High school diploma or General Education Degree
- Minimum experience as determined by the Board in plant operation and maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials
- Is familiar with material safety data sheets and asbestos abatement documents
- Ability to perform long periods of standing; walking; climbing; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders
- Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools

- Ability and willingness to do general cleaning and minor repairs
- Self-motivated
- Works well under pressure and deadlines
- Works well with students and staff
- Excellent interpersonal, communication, and organizational skills
- Maintain confidentiality of staff and students

Evaluation:

Performance of this position will be evaluated annually by the maintenance and grounds supervisor and/or building principal in conformance with federal and state law, administrative rules, and Board policy.

Terms of Employment:

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

Reviewed by _____ Date _____

My signature acknowledges that I have read and understand this job description, can fulfill the essential job functions as listed, and have been provided a copy.

Supervisor _____ Date _____