

## **Seeley Lake Elementary School District #34**

### **Custodial Maintenance Job Description**

**DEFINITION:** The Custodial Maintenance is responsible for maintaining a clean, safe, and sanitary environment that contributes to the appearance, welfare, and appeal of Seeley Lake School and the community.

**REPORTS TO:** Superintendent

**HOURS:** M-F, must be able to work a split shift.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

##### **Daily Janitorial Duties**

- Sweep, mop and vacuum floors
- Scrub and disinfect toilets, bathrooms and sinks
- Pick up trash and litter and empty trash and garbage receptacles
- Clean up kitchens, wipe counters, stove, etc.
- Fill all dispensers: soap, toilet paper, paper towels, etc.
- Secure all buildings
- Clean and disinfect desks and tables
- Clean and disinfect well used surfaces such as doorknobs, water fountains, light switches, microwaves
- Check in daily with the superintendent for updates prior to leaving the campus.

##### **Weekly Responsibilities**

- Empty wall-mounted pencil sharpeners
- Inspect buildings and grounds and confer with the superintendent regarding repairs

##### **Monthly Responsibilities**

- Change furnace filters as needed.
- Change lights as needed
- Coordinate and conduct fire drills with superintendent
- Keep inventory of supplies on the tracking sheet provided

##### **Annual Duties**

- Review all fire extinguisher expiration dates
- Change clock batteries
- Shampoo all carpets in all buildings
- Clean light fixtures

- Touch up/paint areas as assigned
- Clean all windows inside and outside
- Clean drapes, curtains, and blinds
- Have all custodial equipment and fire extinguishers serviced as needed
- Check/repair all playground equipment to comply with safety standards
- Prepare supply orders and maintain inventory

### **Seasonal Duties**

- Water and mow grass
- Dust shelves and window sills
- Cut/pull weeds
- Shovel snow and apply snow-melt to walkways, parking lot, and playground
- Keep all walkways open for the general safety of students, staff, and visitors
- Set clocks as needed for Daylight Savings Time

### **Additional General Requirements**

- Be available and responsible for all security calls (day or night)
- Clean and secure buildings after school activities, meetings, etc.
- Be on call for contractors working at the school
- Be on call when plumbing, electrical and mechanical problems arise
- Pick up trash on grounds
- Pick up school equipment left outside
- Maintain areas adjacent to buildings in clean, safe, and sanitary condition
- Keep plumbing and drainage system clear and in working order
- Emergency clean-up resulting from vandalism, breakage, spillage, or illness
- Stack, assemble and store furniture, equipment, and supplies
- Do minor repairs on doors, windows, roofs, floors and other buildings parts
- Keep records and report on activities to superintendent
- Recommend the purchase of suitable custodial supplies and equipment to be used
- Identify animal, insect and weed problems and take appropriate corrective action
- Ensure proper care, cleaning, repair, and replacement of equipment
- Regulate heat and ventilation systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity
- Strive constantly to promote the safety, health, and comfort of the students and employees
- Utilize safety equipment provided by employer
- Work effectively and independently without close supervision
- Effectively manage time and responsibilities
- Maintain confidentiality of employment matters and student information
- Maintain cooperative, cordial working relationships with those contacted in the course of work
- Understand and carry out given and received oral and written communication

- Carry out all job duties following established by Seeley Lake Elementary School District policies, procedures, and practices consistent with the mission and philosophy of the school

## **MINIMUM QUALIFICATIONS**

### **Education**

High school diploma or equivalent; sufficient formal and/or informal training to provide the ability to complete the assigned tasks efficiently and effectively

### **Training and Experience**

Any combination of training and/or experience which demonstrates ability to perform the duties described; a typical qualifying background would include work experience in a custodial or maintenance capacity (3 years preferred), with ability to proficiently operate various tools and power equipment while adhering to safety procedures. Experience working at a school site is desirable. Must have a valid Montana driver's license. A low pressure boiler license is preferred.

## **EQUIPMENT USED**

Hand and power tools, shovels, rakes, lawnmowers, weed eaters, plow, snow blower, cleaning and maintenance of tools and equipment (including but not limited to vacuum, floor polisher, miscellaneous scrubbing equipment and chemicals), telephone, voicemail, email

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be comprehensive. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties of the job.

Unless reasonable accommodations can be made, while performing this job the staff members shall:

- Be able to lift up to 80 pounds
- Be able to perform moderate physical activity
- Operate cleaning equipment
- Stand and walk for extended periods of time
- Speak, hear, and have adequate eyesight
- Communicate effectively in English, using proper grammar and vocabulary
- Be able to work evening hours
- Safely transport, set up, and work on ladders
- Be able to climb to change light bulbs, wash ceilings, walls, windows and fixtures

- Be able to sit, walk, stand; twist at the neck and waist; kneel
- Operate vehicles and large equipment
- Reach above shoulder level and extend arms

### **ENVIRONMENTAL DEMANDS**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential duties and functions of the job and are not meant to be comprehensive.

- Work around students, staff, and the public, inside and outside in all kinds of weather conditions
- Must be able to meet deadlines with time constraints
- The noise level in the work environment is usually moderate but can be loud, depending upon the task at hand
- The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job
- The employee will be working in temperatures above 90 degrees and below 10 degrees and will be walking on slippery surfaces; the environment can be stressful due to the nature of the work.
- Exposure to a variety of childhood and adult disease and illnesses
- Exposure to a variety of chemical substances used for cleaning and/or operation of equipment

### **MENTAL/MOTOR DEMANDS**

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are not usually available. The employee frequently works within time constraints and must maintain attentiveness and proficiency. The employee is often involved in social interactions which require oral and written communication. Memory, reasoning, and exercising good judgment are constantly used/required on the job. Mathematics, estimating, and problem solving are also frequently used/required on the job.