



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Custodian Head Relief**  
 Job Family: **Custodial**  
 Prepared/Revised Date: **November 9, 2017**

FLSA Status: **Non-Exempt**  
 Pay Range: **CS20H**  
 Job Code: **60832**

**SUMMARY:** Responsible for maintaining, cleaning, and disinfecting all areas of a facility. Perform basic cleaning, sanitation, and minor maintenance of an assigned building and associated grounds including sweeping, mopping, vacuuming, dusting, polishing, trash removal, etc. Secure facility at all times to ensure a safe school and working environment. Provide high level customer service for school events and community activities including set-up/clean-up. This is a relief position that will travel to the site where needed; potential of multiple sites in the same shift.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Perform custodial duties such as cleaning, sweeping, mopping, vacuuming, dusting, polishing and trash removal of classrooms, offices, cafeterias, computer labs, break rooms, bathrooms, locker rooms, hallways, entryways, gymnasiums, weight rooms and other areas of a facility including exterior grounds. Guide students and staff in the care and use of the facility.	D	75%
2. Interact with and assist students, staff, visitors and groups during and after regular school hours to ensure needs are met regarding building use. Provide set up, tear down and cleaning after activities. Respond to requests, last-minute needs, unscheduled events, changes, etc. regarding building use. Move and set up furniture and equipment as requested. Deliver supplies throughout the building.	D	12%
3. Monitor and inspect building facility for safety and cleanliness. Maintain and make minor repairs to facility and troubleshoot and report areas requiring maintenance to supervisor. Notify building supervisor of hazardous or harmful situations.	D	2%
4. Secure facility by locking doors, windows, and setting alarms. Monitor building security throughout shift.	D	2%
5. Report supply and equipment needs to Night Lead Custodian. Perform daily preventative maintenance of site custodial equipment.	D	2%
6. Ensure proper use, identification, mixture and application of chemicals, including the requirements and use of Safety Data Sheets (SDS).	D	1%
7. Remove snow and ice from sidewalks as needed to ensure safety.	D	1%
8. Comply with energy conservation procedures as outlined in the Sustainable Management System.	D	1%
9. Attend work and arrive in a timely manner.	D	1%
10. Perform special cleaning and assist with renovation projects. Operate large cleaning equipment and assist with floor maintenance and restoration as needed.	Q	1%
11. Perform other duties as assigned.	Ongoing	2%
	<b>TOTAL=</b>	<b>100%</b>



**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or completion of G.E.D.
- No experience required; experience in general cleaning, chemical handling and customer service preferred

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Ability to successfully complete a post-offer, pre-employment physical examination

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Ability to manage multiple tasks with frequent interruptions
- Ability to work with and be a part of a team
- Ability to work independently
- Knowledge of cleaning methods and cleaning products
- Ability to operate a computerized security system
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of basic custodial equipment
- Operating knowledge of electrical aerial lift platforms preferred at hire; required within three months after hire

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	Custodian	Varies based on location

- Required to carry and respond to cellphone during assigned shift
- Responsible for assisting with the supervision and overseeing the well-being of students in common areas

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate	X			
Interpersonal Skills				X
Compile	X			
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	