

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

Position: CUSTODIAN

Supervisor: Athletic Director / Director of Operations

GENERAL JOB DESCRIPTION: The custodian will provide a clean and safe learning environment for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project overall concern for personal appearance as it relates to job performance.
8. Carry out assignment and instructions from supervisor in a competent and efficient manner.
9. Maintain exterior of buildings and grounds in such a manner they are free of trash and debris.
10. Water and care for lawn areas as directed.
11. Report electrical and mechanical problems of the buildings to the maintenance office.
12. Order, stock and maintain adequate levels of supplies in the building.
13. Wear protective back belts when lifting or doing strenuous work.
14. Assume responsibility for building security.
15. Assume responsibility for fire safety of the building.
16. Perform emergency minor repair and cleaning as necessary.
17. Maintain a safe environment for staff and students.
18. Wear protective wear as directed when cleaning up body fluids.
19. Respond to the needs of the principal and staff of the building.
20. Use all chemicals exactly as directed by container labels.
21. Maintain and keep inventory of a basic set of hand tools to accomplish minor repairs.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Manual physical labor, lifting and moving materials, furniture, equipment and supplies.
2. Maintain assigned uniforms, equipment, tools and custodial closets in operable, safe and attractive status.
3. Account for supplies, materials and equipment as required.
4. Complete records and reports as required in a timely manner, many deadlines to meet.
5. Maintain facilities security.
6. Install light bulbs as needed.
7. Shovel snow.
8. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

SEASONAL DUTIES:

Fall

- Lewis Gym:
 - Maintain 7 locker rooms, gym floor, commons area (2 restrooms), classroom, 3 offices, laundry room, and 2 storage rooms. Gym floor w/ floor cleaner, especially game day.
 - Set up bleachers, score table, PA system, nets, chairs, water jugs & cups, trash cans
 - Clean up and tear down after games
- Field house
 - Varsity, JV and Mid School games
 - Prepare visitor locker room for home games, set up tables for gate keepers, clean restrooms, and maintain home locker rooms, coaches' office, laundry room, restrooms, bleachers, press box.
 - Trash during ball games
 - Clean up and tear down after games
- Middle School gym
 - Help set up for middle school games

Winter

- Field house
 - Daily maintenance
- Lewis Gym
 - Maintain 7 locker rooms, gym floor, commons area (2 restrooms), classroom, 3 offices, laundry room, and 2 storage rooms. Gym floor w/ floor cleaner, especially game day.
 - Set up bleachers, score table, PA system, nets, chairs, water jugs & cups, trash cans
 - Clean up and tear down after games
- Middle School gym
 - Help set up for middle school games
 - Set up for JV games in mid school gym

Spring

- Field house
 - Varsity, JV and Mid School track meets
 - Set up tables for gate keepers, clean restrooms; maintain home locker rooms, coaches' office, laundry room, restrooms, bleachers, press box.
 - Trash during track meets
 - Clean up and tear down after track meets
- Lewis Gym:
 - Maintain 7 locker rooms, gym floor, commons area (2 restrooms), classroom, 3 offices, laundry room, and storage rooms. Gym floor w/ floor cleaner, especially game day.
- Bogle Field
 - Clean press box, 2 bathrooms, in front of concession.
 - Clean bleachers
 - Pick up trash at complex, in dugouts
 - Set up water jugs in dugout, sweep out dugouts
 - Help set up and tear down after baseball and softball games

QUALIFICATIONS:

1. High school diploma or G.E.D preferred.
2. Ability to work with large number of co-workers, students, staff and maintain a positive attitude.

3. Possess a valid New Mexico driver's license appropriate for operating vehicles of the size required of this position.
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

1. Physical ability to do manual work for 8 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting and climbing ladders. Lifting from floor to mid-thigh maximum (70 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (75 pounds) maximum occasionally.
3. Work overhead, work in tight areas, work off of ladders, and work at floor level (on knees).
4. Hand/eye coordination, normal range of sight.
5. Ability to move and operate vacuums, buffers and other custodial related equipment.
6. Work safely from ladders.
7. Any lifting that would require more than 30 pounds of dead weight should be done by at least two people if possible.
8. Ability to move furniture.

SAFETY AND HEALTH:

1. Proper posture is required to eliminate acute and chronic low back pain.
2. Wear protective devices such as back supports, eyewear, low skid pad shoes, as job conditions demand.
3. Read, observe and understand on precautions and proper methods of handling chemicals, equipment, tools and materials.
4. Complete all required training.
5. Knowledge of universal hygiene precautions.

EQUIPMENT / MATERIAL HANDLED:

Hand tools, equipment, chemicals, vacuums, buffers, ladders, platforms and materials particular to this trade skill.

WORK ENVIRONMENT:

The work environment varies greatly in the place of work from working in a building alone to working in school facilities with large numbers of people. Conditions range from working outside in the extreme hot of the summer to comfortable building to working outside in very cold temperatures. Work schedule will vary on a daily basis. This position requires the individual to devise his/her own schedule to provide adequate supervision to all custodial staff.

Terms of Employment:

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description.

Printed Name: _____

Signature _____

Date _____

Supervisor _____

Date _____