

Indian Diggings Elementary District
POSITION DESCRIPTION

Maintenance/Custodian

Responsible To: Superintendent	Unit: Series	Division: Maintenance & Operations
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Basic Function

Maintains an assigned area of building and grounds at a high standard of cleanliness and safe operating condition. Replenishes the school stockroom; fills teachers' requests for supplies; performs manual work in all offices and buildings, including cleaning, sweeping, mopping, polishing, dusting, and otherwise caring for floors, floor coverings, furniture, classroom, and toilet room fixtures. Operates mechanical floor cleaners and polishers.

Performance of Responsibilities

1. Sweeps and dusts assigned areas.
2. Empties waste baskets, pencil sharpeners, and other trash receptacles into dumpsters.
3. Cleans drinking fountains daily.
4. Cleans sidewalks, corridors, and parking areas as needed.
5. Regulates heat, ventilation, and air condition systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water and electricity.
6. Assisting in coordinating special event needs.
7. Clean windows.
8. Assist in major maintenance projects when assigned.
9. Monitors security system as necessary; opens and secures plant.
10. Performs miscellaneous semi-skilled repair and maintenance such as minor plumbing, electrical, and building repairs, furniture repair, painting and refinishing jobs.
11. Assists in keeping grounds attractive by weeding, mowing, cleaning, and other necessary tasks.
12. Operates power equipment.
13. Maintains and makes minor repairs on office equipment.
14. Delivers teacher and administrative supplies to school locations.
15. Performs other duties as assigned by the Principal or Site Maintenance Coordinator.

Experience

Knowledge of cleaning methods relating to equipment, school buildings and grounds. Capable of performing heavy physical labor. Have experience performing duties as listed in performance responsibilities.

Educational Requirements

Education at a level to demonstrate the ability to perform the duties and responsibilities as described; must be at least 18 years of age.

Satisfactory work experience in related position.

Physical Demands

The physical demands described here 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. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stop, kneel, crouch or crawl. The employee must possess adequate ability and physical strength to perform all of the essential tasks in the job classification. Vision sufficient to successfully perform the duties and responsibilities required of this position.

Equal Employment Opportunity Employer

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Adopted by the Board of Trustees: Pending