

# JOB DESCRIPTION

## Nogales Unified School District #1

### CUSTODIAN

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#### **Purpose Statement:**

The job of CUSTODIAN is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

This job reports to HEAD CUSTODIAN

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#### **Essential Functions**

- Cleans assigned school facilities (equipment: mop, buffer, scrubber) (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, bodily fluids etc. ) for the purpose of maintaining a sanitary, safe and attractive environment.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, buffer, scrubber etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Prepares facility for daily operations (e.g. opening gates, building access doors, disarming security systems, raising flag, cross walk signs, minor repairs, assisting presentors, etc.) for the purpose of ensuring school facilities are operational and safe.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to organization.

#### **Other Functions**

- Arranges furnishings and equipment (e.g. set-up rooms for meetings, presentations, etc.) for the purpose of providing adequate preparations for meetings, classroom activities and events.
- Attends in service training (e.g. blood born pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Delivers various items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Repairs furniture and equipment for the purpose of ensuring that items are available and in safe working condition.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: No English required

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: working with frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is some opportunity to effect the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 0% sitting, 85% walking, and 15% standing. The job is performed under some temperature extremes and some hazardous conditions.

**Experience** No job related experience is required.

**Education** Less than high school.

**Required Testing**

None specified

**Continuing Educ. / Training**

None specified

**Certificates & Licenses**

Arizona Driver's License/Evidence of Insurability

**Clearances**

Clean Motor Vehicle Record

Criminal Justice Fingerprint/Background Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

Job description available upon request

**Salary Grade**

Classified 1