

JEFFERSON COUNTY SCHOOL DISTRICT

509-1

TITLE: Assistant Custodian	
REQUIREMENTS:	Participation and successful completion in district sponsored in-service and training related to this position. After a conditional offer of employment has been extended to the applicant, a pre-employment physical shall be required.
REPORTS TO:	Head Custodian/Maintenance Supervisor School Principal
EDUCATION:	High School Diploma or equivalent
FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	12 Months
EVALUATION:	Performance of this job will be evaluated annually in accordance with Jefferson County School 509-J policies.
GENERAL JOB DESCRIPTION:	Employee performs routine cleaning of school facilities including floors, walls, doors, restrooms, walkways, entrances and furniture; monitors the building for damage, participates and/or recommends preventive maintenance measures to supervisor. Employee should have knowledge of methods, materials, and practices used in building cleaning and sanitization work, and the proper use and care of mops, brooms, scrubbing brushes, waxing machines, and related equipment and a working knowledge of the safe efficient procedures for operating required tools of the job.

ESSENTIAL JOB RESPONSIBILITIES (Not Necessary Limited To)

TASK

1. Regular attendance is an essential function of this job.
2. Assists in cleaning and maintenance of all boilers and other major equipment, as assigned
3. Participates in necessary painting as requested
4. Perform minor repairs to plumbing and electrical fixtures, as needed or assigned
5. Replace broken windows as assigned
6. Generally maintain school grounds
7. Assists in snow/ice removal
8. Participates in general cleaning and maintenance of school facility
9. Assumes responsibilities for general security of the building
10. Assumes responsibilities for general fire safety of the building
11. Performs emergency repair or cleaning services as necessary
12. Follows the individual cleaning schedule as outlined by the head custodian, maintenance supervisor, and/or the building principal.
13. Assists in providing facilities and equipment for student and adult activities, as assigned.
14. Assumes duties of absent custodians, as assigned.
15. Report all safety and maintenance concerns to supervisors.
16. Know and comply with all relevant policies.
17. Maintain confidentiality regarding information related to students and their families.
18. Be an appropriate role model for students in every possible way.

19. Other duties as assigned.

EQUIPMENT ASSOCIATED WITH DUTIES (Not Necessary Limited To)

No/Infrequently: Not exposed or less than once per week
Sometimes: Once or twice a week
Often: More than twice a week
Always: Every day or almost every day
Periodic: Tasks done for the equivalent of a day or more but only on a quarterly, semiannual, or annual basis.

	TASK	Infrequently	Sometimes	Often	Continuously	Periodic
1.	Scrubber				X	
2.	Buffer	X				
3.	Vacuum				X	
4.	Washer and dryer				X	
5.	Hand tools (saws,		X			
6.	Shampooer (carpet cleaner)					X
7.	Wet vacuum					X
8.	Dust mop				X	
9.	Mop				X	
10.	Snow blower	X				
11.	Lawnmower	X				
12.	Cordless drill	X				
13.	Leaf blower		X			
14.	Power tools		X			

PHYSICAL DEMANDS (Not Necessary Limited To)

	TASK	Infrequently	Sometimes	Often	Continuously	Example
LIFTING						
1.	Approximately 20 lbs.				X	Garbage, mop, buckets, equipment
2.	Approximately 20 lbs. repeatedly				X	
3.	Approximately 40 lbs.				X	Garbage, equipment, furniture
4.	Approximately 60 lbs. or more			X		
PUSHING						
5.	Up to 40 lbs.				X	Furniture, cart, carpet

						cleaner
6.	About 40 lbs. repeatedly				X	Furniture
7.	About 60 lbs. or more				X	
	TASK	Infrequently	Sometimes	Often	Continuously	Example
8.	Bend, stretch, twist and/or reach				X	Moving desks, lifting student chairs, cleaning
9.	Using finger dexterity				X	Spray bottles, spray nozzles
10.	Sitting position for a prolonged period of time	X				
11.	Viewing CRT or other monitoring device for a prolonged period	X				
12.	Standing for a prolonged period				X	Sweeping, mopping
13.	Listening closely – requiring fine auditory acuity	X				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position.

Employee Signature

Date

Supervisor Signature

Date

Discrimination in the Jefferson County School District 509-J is prohibited under Title VII of the Civil Rights Act of 1964. Recognizing its legal, as well as social obligation to make equal employment opportunity a reality, the Jefferson County School District 509-J hires and promotes without regard to race, color, gender, national origin, religion, sexual orientation, age, marital status, or mental or physical handicap unrelated to job performance.

Reviewed April 2010