

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Custodian

DEPARTMENT: Facilities
Custodial/Maintenance

REPORTS TO: Building Principal and Custodial Supervisor

POSITION SUMMARY: The job of Custodian is to maintain the facility/assigned area to meet District cleaning standards.

ESSENTIAL FUNCTIONS:

- Use power equipment and hand tools such as broom, mop, auto scrubber, carpet extractors, sweeper/vacuums, buffer/ polisher and back pack vacuum as required for cleaning and general building maintenance.
- Complete routine custodial cleaning in accordance with the Issaquah School District, Cleaning Frequency Schedule, including, but not limited to, cleaning and sanitizing toilet, sinks, and shower fixtures, replenishing dispensers, emptying waste/recycle trash containers, dusting, sweeping and mopping.
- Perform routine maintenance such as replacing light tubes and washing windows. Refinish and polish floors as required.
- Open and/or close building, if required, and prepare the buildings for use, including deicing and cleaning sidewalks.
- Lock and secure buildings at the close of assigned shift and follow closing procedures, including setting alarm system.
- Perform required emergency cleaning services and perform minor repair work.
- Set up and remove furniture required for special events.
- Maintain a neat orderly work area and keep equipment clean and well maintained.
- Participate in ongoing district recycling programs and be committed to Green Cleaning standard practices.
- Be punctual and demonstrate regular attendance.
- Learn basic computer skills and complete ongoing district training.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.
- Perform other related tasks as assigned by the custodial supervisor or building administrator.

QUALIFICATIONS:

SKILLS, KNOWLEDGE AND ABILITIES

- Physical stamina and skill to work efficiently and safely with cleaning equipment, hand tools, power tools and vehicles as necessary to complete assigned duties. Must be able to lift 50 lbs on a regular basis and occasionally 75 lbs and climb ladders to 12 feet.
- Ability to demonstrate initiative and self-motivation.
- Ability and willingness to take direction and work with minimum supervision.
- Ability to manage multiple tasks and develop appropriate priorities.
- Ability and willingness to work cooperatively with the school principal, staff, community and students.
- Must possess good reading, writing and oral communication skills.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired.

REQUIRED TESTING: None Specified

CERTIFICATES AND LICENSES: A valid Washington State Driver's License with a good driving record and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: Willingness to participate in and provide continued training as appropriate.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Teamsters

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date