JOB DESCRIPTION

JOB TITLE: Shift Custodian – Graveyard

Position Statement: The purpose of the "Shift Custodian-Graveyard” is to maintain an attractive, sanitary and safe facility; provide adequate arrangements for meetings, classroom activities and events; minimize property damage, loss and liability exposure; and complete cleaning assignments in a safe, proper and timely manner.

Essential Job Functions:

• **Arranges** furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events.

• **Cleans** school facilities (i.e. classrooms, offices, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.

• **Informs** students, other site personnel and supervisor for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities.

• **Performs** duties as described in the “shift custodial work plan” and all other duties as assigned for the purpose of providing an attractive, sanitary, and safe facility.

• **Secures** facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.

• **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

• **Repairs** furniture and equipment for the purpose of ensuring that items are available and in safe working condition.

• **Requests** equipment and supplies for the purpose of maintaining inventory and ensuring availability of items as needed to properly maintain facilities.

Job Requirements - Qualifications:

• **Experience Required**: Prior job related experience in school or institutional setting.

• **Skills, Knowledge and/or Abilities Required**:

  *Skilled* in the use and care of custodial power equipment including swing scrubbers, auto scrubbers, blowers, vacuums, etc. and in floor care techniques including vacuuming, stripping, waxing, shampooing, etc.

  *Knowledge* of methods and use of cleaning agents; supplies and equipment; basic math to calculate accurate dilution and ordering of cleaning agents; and safe work practices.

  *Abilities* to stand for prolonged periods, follow oral and written instructions, adhere to safe work practices, work independently with minimal supervision, perform a variety of tasks, adjust to flexible assignments often with short notice, and communicate with students, staff and the public. Significant physical abilities include lifting (50 lbs)/carrying/pushing/pulling, stooping, reaching/handling, near/far visual acuity/depth perception and safely working from ladders or personnel lifts.

• **Education Required**: High School diploma or equivalent.

• **Licenses, Certifications, Bonding, and/or Testing Required**: Valid Driver’s License, evidence of
insurability, and Criminal Justice Fingerprint Clearance.