

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Custodian Assistant I (P60) Custodian Assistant II (P61)** Job Family: 02
 Department: Schools/District Buildings Lane Placement: 2 / 3
 Supervisor's Title: Principal/Director, Head Custodian Contract: 245 Days
 FLSA Classification: Non-Exempt Hours per Day: 8 hours
 Department Approval: Steven Pearl Date: 11/03/2021
 Business Administrator Approval: [Signature] Date: 11-4-2021
 ADA Review: [Signature] Date: 11-4-2021
 Human Resource Approval: [Signature] Date: 11-4-21
 Superintendent Approval: [Signature] Date: 11-8-21
 Original date: 09/84 Revised: 11/97 Revised: 02/99 Revised: 07/13 Revised: 01/16
 Revised: 11/21 Revised: _____ Revised: _____ Revised: _____

GENERAL FUNCTION

Under the supervision of the building principal/director and head custodian, the **Custodian Assistant I/II** keeps the building and surrounding grounds clean and in good repair. May be assigned specific areas to keep clean. Incumbent performs general and seasonal clean-up tasks as they arise and as time permits. Most positions are evening shift, which requires checking and maintaining the security of the building.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Perform general cleaning duties of building (e.g. sweeping, mopping and vacuuming floors, washing walls, cleans restrooms, cafeteria, lounges, and auditorium).
- May be assigned to clean and maintain a specific area of the building or grounds.
- Provide care of grounds (e.g. watering, fertilizing, trimming, mowing, and shoveling snow).
- Perform repair and upkeep of furniture and desks.
- Perform minor maintenance (e.g. changes light bulbs, oils and greases small motors, perform minor plumbing maintenance, and repairs lockers).
- Report larger repair problems to head custodian.
- Learn to read electrical, gas, and water meters.
- Assist with security of assigned area by locking doors and windows.
- May clean, wash, disinfect and maintain lockers and dressing rooms.
- May be assigned to lock doors, perform security check, and set alarm system after school hours.
- May direct the work of part time student sweepers. Will refer worker performance concerns to head custodian for action.
- May be required to work additional hours outside of normal work hours as needed.
- May travel from building to building to complete work assignment using own transportation.
- Employees are required to complete and comply with material taught in annual safety courses and critical policy training.
- This position requires punctual and regular daily attendance at assigned work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- High School diploma, GED or equivalent preferred.
- Requires participation in a one-year on-the-job training program.
- Must demonstrate competence in reading, writing and math.
- Requires basic mechanical aptitude.
- Requires ability to follow directions and interact well with co-workers, students and patrons.
- Requires skill in problem solving and prioritizing tasks. Must complete tasks in a timely, efficient manner.
- Requires ability and transportation to travel from building to building as needed.
- Requires ability to maintain and follow all safety requirements of the position.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- To be eligible for Assistant Custodian II at Lane 3, the following training courses must be completed and proof submitted to Custodial Services for review:
 - Jordan Custodial Operation System – Basic Training
 - Jordan Custodial Operation System – Management Training
 - JSD Apprenticeship 1: Custodial tasks
 - JSD Apprenticeship 2: Custodial tasks
 - Approval from the employee's current principal/director indicating that the custodian has acceptable work performance and is good standing.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Cleaning equipment, cleaning chemicals, mowers, trimmers and basic tools.
- Wearing of Personal Protective Equipment as stated in SDS is a condition of Employment.
- Appropriate protective footwear / shoes are required, as part of employee personal clothing. At a minimum, shoes shall completely cover the feet from heel to toe and just below the ankle.

Physical Requirements – Not limited to the following:

- Constant walking, standing, hearing, repetitive bending, gripping/pinching, balancing on icy surfaces, continuous sweeping/mopping (up to one hour), wearing and using backpack vacuum (up to two hours), climbing six to 10 foot ladders, carrying ladders 200 plus feet, near and far visual acuity.
- Frequent lifting floor to waist up to 40 pounds, awkward carry up to 40 pounds, awkward lift/push and pull/maneuvering.
- Occasional floor level tipping up to 140 pounds, awkward overhead lifting, floor to shoulder lift up to 50 pounds and single arm lift and carry.
- Occasional squatting, kneeling, stooping and hearing (continuous)
- Some potential exposure may exist to fumes, chemicals, dirt, dust, grease, cold, heat, body fluids or other harmful chemicals, or pathogens.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.