



## **Asst 3 / Custodial**

### **Purpose Statement**

The job of Asst 3 / Custodial is done for the purpose/s of providing custodial services under the direction of the Head Custodian at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; supervising assigned personnel; serving as evening custodian; and assisting in preparing facilities for classroom activities and campus events.

This job is distinguished from similar jobs by the following characteristics: May work evening hours.

This job reports to Director of Maintenance

### **Essential Functions**

- Assists with grounds upkeep (e.g. trimming, watering, etc.) for the purpose of maintaining a safe, attractive environment.
- Assists with site snow removal for the purpose of ensuring access and safety.
- Cleans assigned facilities (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Delivers a variety of items (e.g. supplies, large packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Guides other custodial and substitute personnel in the absence of the coordinator, manager/supervisor. for the purpose of maintaining duties needed to maintain an attractive, safe, and sanitary environment.
- Performs minor, job related, maintenance on custodial equipment, classroom furniture, and fixtures (e.g. change vacuum cleaner belts, bags, lights, adjusting desks, etc.) for the purpose of ensuring proper functioning and usability of items.
- Performs summer cleaning and maintenance (e.g. stripping and waxing floors, moving furniture, painting, etc.) for the purpose of completing summer deep cleaning and ensuring the facility's safe, clean, and attractive environment.
- Prepares facilities for public use and/or special events (e.g. cleaning, unlocking doors, setting up space, etc.) for the purpose of providing a clean, safe, and functional environment.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.

- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

**Continuing Educ. / Training**

Asbestos Training

**Certificates and Licenses**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 3