

Centerpoint School District Evening Custodian/Facilities Security Job Description

Department: Custodial / Maintenance

FLSA Status: Non-Exempt

Grade/Level: K-12/Classified

Job Type: Regular, Full Time

Job Status: Varies

Reports To: Facilities Director

Travel Required: Varies

Positions Supervised: NA

WORK SCHEDULE Afternoon-Evening

SALARY RANGE \$17,600 - \$21,100

POSITION SUMMARY

The *Evening Custodian/Facilities Security* position is responsible for performing custodial duties, minor maintenance, securing facilities after hours and other miscellaneous duties in order to ensure that municipal buildings and facilities are maintained in a healthy, safe and sanitary manner. This position will occasionally serve to set up/clean up afternoon/evening on-campus activities/events, and ensure all facilities are secured/locked each night.

Essential Duties, Functions, and Responsibilities of this position include, but are not limited to:

- Clean and care for buildings and facilities in order to ensure they are maintained in a safe and
- healthy manner
- Clean classrooms, offices, meeting rooms, and other facilities as directed
- Mop and buff tile and concrete floor areas
- Vacuum all carpeted areas
- Dust all furniture and fixtures as required
- Wash and disinfect all washroom floors, toilets, toilet seats, hand dryers and fixtures
- Clean all mirrors
- Replenish toilet tissue and soap as needed
- Empty all waste baskets and garbage cans
- Place garbage in outside storage bin
- Clean entrance and exit including glass, doors and hardware
- Keep outside area near exit and entrance clear of trash, leaves, etc..
- Clean, wash and disinfect drinking fountains
- Wash all finger marks from walls, doors, hardware and glass
- Perform and/or report minor maintenance repairs
- Clean kitchen sinks and counters
- Report damages and acts of vandalism
- Wash and buff floors with floor polisher
- Wash entrance and exit floors
- Spot clean walls and toilet partitions
- Maintain storage areas and cleaning equipment, materials and supplies in a safe and orderly manner in order to ensure the safety of staff and the public
- Secure storage areas
- Ensure cleaning materials and supplies are stored in a safe and orderly manner

- Maintain an adequate supply of cleaning materials and supplies
- Restock materials and supplies
- Make minor repairs and submit SchoolDude request for more extensive repairs
- Other duties as required

POSITION QUALIFICATIONS

Competency Statement(s)

- Accuracy - Ability to perform work accurately and thoroughly.
- Communication, Oral - Ability to communicate effectively with others verbally.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Knowledge of district, school, and bus procedures and policies
- Friendly - Ability to exhibit a positive demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Loyal - The trait of feeling a duty to the employer.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Punctuality - Ability to report to work on time on a day-to-day basis.
- Regular attendance - Exhibiting regular attendance in order to perform duties in a satisfactory manner.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect safety for all.
- Self Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

Skills and Abilities

Education: High School Graduate or General Education Degree (GED) preferred.

Experience: Previous experience working in custodial/maintenance situations preferred.

Certifications & Licenses: Any certificate or license to comply with the necessary requirements to meet the position's essential duties and responsibilities.

Other Requirements:

- Successful completion of pre-employment background checks.
- Appropriate personal and professional conduct at all times around students, staff, and the general public.

- Successfully complete all required training by the district.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to perform duties with awareness of all federal, state, and district requirements.

Physical Requirements

- Vision to view, identify custodial or maintenance needs throughout the buildings
- Sense of Sound - Ability to carry on normal conversation and to communicate by telephone and portable radio.
- Successfully pass random drug screening
- Physical strength / agility to lift, push, pull, bend, carry moderately heavy objects.

WORK ENVIRONMENT

Some exposure to extreme heat or cold may be encountered depending on the job assignment and the season of the year. Job may include exposure to fuel, oil, latex, grease and other chemicals or conditions associated with cleaning, minor maintenance, and securing campus facilities.

It is the policy of the Centerpoint School District not to discriminate on the basis of age, sex, race, color, religion, national origin, or disability in its educational programs, activities or employment practices.