



## ICSD Human Resource Services

### Classified Employee Job Description

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**Department:** Custodial

**Date Prepared:** 1/06/2021 **Updated:** 11/2023

**Job Title:** Custodian I - Part Time

**Classification (FLSA Status):** Non Exempt

**Lane/Salary Grade:** Grade 2

**Location:** Assigned School

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**General Function:**

Under the direction of the Head Custodian and in coordination with the Principal, performs a variety of cleaning work in offices, classrooms, restrooms, or other buildings; assists in maintenance activities and performs other related duties as assigned.

**Organizational Structure:**

**Job Title:** Custodian I

**Supervisor's Title:** Head Custodian

**Jobs Reporting to this Title:** None

**Summary and Overall Objective:**

Under the direction of the Head Custodian and in coordination with the Principal, performs a variety of cleaning work in offices, classrooms, restrooms, or other buildings; assists in maintenance activities and performs other related duties as assigned.

**Essential Functions Duties and Responsibilities:**

- Maintains good housekeeping and proper care of the school grounds, keeping them safe, and free of obstructions.
- Mindful of equipment, follows preventative maintenance procedures and reports that are inoperable to the supervisor.

- Conservation conscious, making sure all windows, doors, lights, and other areas are energy efficient.
- Conserves energy whenever possible according to district policy.
- Assists with grounds upkeep (e.g. mowing, trimming, watering, raking, trimming, etc.) for the purpose of ensuring a safe, attractive environment.
- Assists with minor repairs (e.g. adjusting desks, replacing lights, ballasts, fixing door closers, plumbing, broken sprinkler, etc.) for the purpose of maintaining a safe and functioning facility.
- Assists in site preparation for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Assists with site snow removal for the purpose of ensuring access and safety.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Performs minor, job related, maintenance on custodial equipment (e.g. change vacuum cleaner belts, bags, 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.
- Ensures all doors, windows, and other areas of the building(s) are in good condition and can be secured at the end of a day's use.
- Replenishes classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Vacuums and sweeps thoroughly all rooms, corridors, halls, and offices at least once each day.
- Mops restroom floors, clean and disinfect fixtures, clean mirrors and stalls, check paper and hand soap daily.
- Observes and makes suggestions for repairs, alterations, changes, and equipment as needed in the school.
- 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.
- Reports safety, sanitary, and fire hazards.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Must have basic computer knowledge, be familiar with Google docs and check email frequently. Must be willing to learn and use all computer systems and software as needed.
- Regular, reliable, predictable attendance and job performance is required

#### **Competencies (Knowledge, skills, abilities):**

- Ability to prioritize multiple tasks.
- A general knowledge of commercial cleaning techniques.
- Ability to use cleaning materials and equipment with skill and efficiency.
- Knowledge of modern cleaning methods.
- Knowledge of safe work practices.
- Ability to drive a car, pickup truck, and other vehicles.
- Ability to read, write, and communicate effectively in English at a level required for successful job performance.
- Ability to follow oral and written directions and specific rules, regulations and processes and apply them to a variety of situations.
- Ability to establish and maintain effective working relationships with others.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

- Ability to apply common sense understanding to carry out essential duties of this position.
- Ability to carry out instructions furnished in written, oral, or diagram form.
- Ability to exercise sound judgment and work independently.
- Ability to work with others; work with specific, job-related data; and utilize specific, job-related equipment.
- Ability to adapt to changing work priorities; communicate with diverse groups; meet deadlines and schedules; work as part of a team; and work with constant interruptions.
- Required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.

### **Qualifications:**

*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 machines, tools and equipment used; and any licenses or certifications required.*

#### **Required Education and Experience:**

No specific education requirement, but must demonstrate ability to read and write English at a level required for successful job performance.

#### **Preferred Education and Experience:**

Previous experience in the public school system or institute of higher education preferred.

#### **Job Related Experience:**

One year of work experience in manual work preferred.

#### **Required Licenses and Certifications:**

Must hold and maintain a valid Utah Driver's License.

#### **Character**

- Iron County School District expects all employees to practice high standards of moral and ethical conduct which are consistent with the values taught in our schools.
- All employees are expected to be law abiding, ethical and honest; and demonstrate respect for the dignity of all students, colleagues, parents and members of the community.
- All employees are expected to adhere to all district policies while employed.

### **Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Work Environment:**

- While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and extreme heat.
- The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; outside weather conditions; extreme cold; risk of electrical shock; risk of radiation; and vibration.
- The noise level in the work environment is usually moderate.
- Employees working under this position description are considered to have regular contact with students who may place the incumbent at risk to bodily fluids.

**Physical Demands:**

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel; and reach with hands and arms.
- The employee frequently is required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
- The employee is occasionally required to sit.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- 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.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus

**Machines, Tools, Equipment Used:**

- Operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, tractors, mowers, etc.; and adhering to safety practices.

**Possible Hazards:**

- Contact with dissatisfied individuals
- Some exposure to risk of injury and/or illness.

**Expected Work Hours:**

- \_\_\_\_\_ hrs/week
- Before, during, and after regular school hours

**Travel Requirements:**

- Some local travel may be required
- Employee is required to provide their own transportation to and from work

**Terms of Employment:**

**Job Evaluation:** Performance of this job will be evaluated in accordance with provisions of the board's policy on Evaluation of Educational Support Professional.

This will be considered an "at will" position. For further information regarding "at will" employment, refer to Iron County School District Policy 626 Hiring Procedures.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.*

*Iron County School District is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, religion, or otherwise as may be prohibited by federal and state law.*

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Reviewed and agreed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)