

Thompson Falls School District Position Description

Position Title: Night Custodian

Reports to: Maintenance Supervisor

Summary: Oversees the assigned physical plant and grounds in order to allow for the smooth operation of the District without interruptions to the District's educational programs.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- Effectively maintains a positive and friendly working relationship with all building personnel and students, and assists faculty members as requested to include positive responses to cleaning and maintenance requests.
- Keeps building and premises, including sidewalks, driveways, and play areas, neat, clean and in a safe condition at all times.
- Regulates heat and ventilation systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity.
- Shovels, plows and/or sands walks, driveways, parking areas and steps as appropriate.
- Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Sets up and takes down lunch room tables and equipment. Sets up tables and chairs and requested for other events.
- Performs janitorial duties for classrooms, hallways, restrooms, common areas and offices as directed.
- May perform yard work as directed..
- Provides safety checks throughout the assigned buildings.
- Reports all acts of vandalism to Head Custodian and building principal.
- Performs minor repair tasks and recommends major repairs to Head Custodian.
- Adheres to and enforces District, state and federal law, policies and procedures related to custodial duties.
- Loads and unloads District supplies, furniture, equipment and tools as necessary.
- Hangs pictures, bulletin boards, white boards, chalk boards and other fixtures.
- Gathers and removes litter.
- Other duties as prescribed by the Head Custodian and the Building Principal.

Supervisory Responsibilities: None.

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 knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED).

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Other Skills and Abilities: Ability to pass a written and physical test. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to perform duties with awareness of all district requirements and Board of Trustees policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must be able to lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 50 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: 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.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job. The employee must be able to meet deadlines, with severe time constraints. The noise level in the work environment is usually moderate.