

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Custodian		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Head Custodian/Maintenance Supervisor/ or Building Administrator
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	Twelve (12) Month Contract- 260 Days per School Year		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB DESCRIPTION:	Employee performs routine cleaning of school facilities including floors, walls, doors, restrooms, walkways, entrances and furniture; monitors the building for damage, participates and/or recommends preventive maintenance measures to supervisor. Employee should have knowledge of methods, materials, and practices used in building cleaning and sanitization work, and the proper use and care of mops, brooms, scrubbing brushes, waxing machines, and related equipment and a working knowledge of the safe efficient procedures for operating required tools of the job. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.		

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Assists in cleaning and maintenance of all boilers and other major equipment, as assigned.
2. Participates in necessary painting as requested.
3. Perform minor repairs to plumbing, as needed or assigned.
4. General maintenance of school grounds. Use of equipment in the building as needed (mowers, etc.)
5. Assists in snow/ice removal.
6. Participates in general cleaning and maintenance of school facility.
7. Observe any areas that are unsafe or in need of maintenance and report to the head custodian or immediate supervisor.
8. Assumes responsibilities for general security of the building.
9. Assumes responsibilities for general fire safety of the building.
10. Performs emergency repair or cleaning services as necessary.
11. Follows the individual cleaning schedule as outlined by the head custodian, maintenance supervisor, and/or the building principal.
12. Assists in providing facilities and equipment for student and adult activities, as assigned.
13. Assumes duties of absent custodians, as assigned.
14. Work cooperatively under the immediate supervision of the custodial supervisor and/or building principal.
15. Regular attendance is an essential function of this position.
16. Additional duties as assigned by principal or administrator.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.			√		
76-100 lbs.	√				

> 100 lbs.	√				
Maximum amount lifted by worker without assistance: 75 lbs.					
If required, lifts over ___75___ lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.			√		
21-50 lbs.			√		
51-75 lbs.		√			
76-100 lbs.		√			
> 100 lbs.	√				
Maximum amount carried by worker without assistance: 75 lbs.					
If required, carrying over ___75___ lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.					√
21-50 lbs.				√	
51-75 lbs.		√			
76-100 lbs.		√			
> 100 lbs.	√				
Maximum weight of object pushed/pulled by worker: 75 lbs.					
Distance: ___20___ Type of Surface: (i.e. level, carpet, tile): ___carpet and tile___					

ENVIRONMENT (WORK CONDITIONS)*
Works Inside ___75___ % of the time / Works Outside ___25___ % of the time.
Temperature Extremes: Yes
Works on or around moving machinery or mechanical parts: Yes

*Varies by location and season of year.

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop					√
Twist					√
Crouch/Squat				√	
Kneel			√		
Crawl		√			
Walk-Level Surface					√
Walk-Uneven Surface					√
Climb Steps			√		
Climb Ladder		√			
Work at Heights		√			
Reach at or Above Shoulder				√	
Reach Below Shoulder				√	
Use of Arms					√
Use of Wrists					√

Use of Hands						√
Grasping/Squeezing						√
Operate Foot Controls		√				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting		√					
Standing					√		
Walking					√		
Change Positions					√		

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

Print Employee Name

Employee Signature

Date

Employer Representative (Immediate Supervisor):

Print Name

Title

Signature

Date

Prepared by: Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No **Date of Release:** _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature

Date