

BOISE SCHOOL DISTRICT

CLASS SPECIFICATION

CUSTODIAN

Purpose of Class

Performs custodial duties to clean and maintain school facilities and grounds; performs related work as required.

Primary Function

The principal function of an employee in this class is to perform routine custodial, maintenance, cleaning, and grounds keeping tasks in assigned school buildings and grounds. Additionally, an employee in this class may be assigned to other maintenance duties in District facilities. The work is performed under the direct supervision of the Head Custodian or Night Supervisor, depending on assigned shift; the custodian also takes direction and suggestions from the building principal and teachers to respond to their needs. The primary duties of this class are performed in a public school building environment and include use of electrically powered cleaning equipment and cleaning substances that may involve related hazards and outdoor work in inclement weather conditions.

Essential Duties and Responsibilities (will vary by assignment)

- Clean classrooms, empty trash, vacuum carpets, sweep and mop floors, strip and wax floors, dust and wipe off surfaces, including chalkboards and whiteboards;
- Clean and sanitize restroom areas, including toilets, sinks, mirrors, privacy dividers, walls and floors;
- Maintain supply levels in restrooms, including toilet paper, paper towels, and soap;
- Wash walls, windows and surface areas;
- Empty and clean trash containers, including transporting bagged waste to outside trash receptacles;
- Clean light fixtures and replace bulbs;
- Dust and clean air vents and changes air filters;
- Clean and polish mirrors, wood, and other special reflective and decorative surfaces;
- Clean spills, spot clean or shampoo carpets, and remove graffiti as needed;
- Operate, clean and maintain custodial equipment;
- Maintain sufficient inventory of cleaning supplies;
- Assist in moving and setting up furniture and equipment;
- Unload supplies, paper stocks, books, and inventory items;
- Maintain and regulate HVAC systems to provide building temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity;
- Maintain grounds, including sidewalks, parking lots, common areas, and planting areas, by picking up litter and trash, mowing grass, weeding planting areas, and irrigating;
- Perform snow removal duties, including sanding and salting walkways;
- Lock and unlock buildings to maintain security and prevent vandalism;
- Sets up for and breaks down after special events;

- Interact with students, staff, faculty, administration and parents effectively and professionally;
- Follow oral and written instructions and observe District and Federal policies and procedures;
- Maintain student and District confidentiality;
- Perform all work duties and activities in accordance with District policies, procedures and safety practices.

Other Duties and Responsibilities

- Perform minor maintenance including, but not limited to, changing light bulbs, minor plumbing and electrical repairs, painting, and classroom repairs;
- Attend in-services and training sessions;
- Perform other related duties as required.

Classification Requirements:

Knowledge of:

- Methods, materials, tools and standard practices of cleaning and maintaining public buildings;
- Preparation, use, and disposal of chemical cleaning agents;
- Appropriate use of cleaning agent for varied surface types;
- Safety procedures when cleaning and moving furniture;
- Methods, materials, tools, and standard practices of grounds and yard maintenance.

Ability to:

- Follow written and oral instructions and observe department and school policies and procedures;
- Operate, maintain and perform minor repairs to powered custodial equipment including, but not limited to, vacuums, strippers, waxers, buffers, shampoo cleaners and power washers;
- Operate hand cleaning equipment including, but not limited to, brooms, dust and wet mops, dust pans, and dusters;
- Operate, maintain, and perform minor repairs to grounds keeping equipment including, but not limited to, mowers, edgers, weed cutters, irrigation systems, blowers, and related equipment;
- Communicate effectively with the public and other employees.
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work independently or with a team;
- Maintain student, school, and parental confidentiality;
- Establish and maintain effective working relationships with students, teachers and staff members, and other District personnel.

Acceptable Experience and Training

- High school diploma or GED equivalent preferred;
- One year cleaning experience is preferred;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Custodian.

Essential Physical Abilities

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to engage in verbal conversation and to communicate effectively on the telephone and in person as well as in written communications;
- Ability to comprehend and interpret the meaning of words and respond effectively;
- Visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work and assessments, prepare and review documents, and organize documents and materials;
- Manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment, and to occasionally physically restrain a student to keep him/her from harming self or others when necessary;
- Personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to do sustained physical work.
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Occasionally related job tasks may require, with or without reasonable accommodation, lifting up to 50 pounds, stooping, kneeling, bending, crouching, pushing, grasping and reaching.