

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Day Custodian	
<i>Supervisor:</i> Zone Manager	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 5, 5A, or 5B

Job Summary

Performs general cleaning duties, policing of restrooms, halls and grounds, minor maintenance, grounds and snow removal work, and responds to building staff needs to maintain the functioning of the building and its programs. Works independently with no direct custodial supervision. Assists school administrators during emergencies and participates in the execution of building fire drills.

Category Definitions

- Category I Grade 5 Day custodian at schools with student population of 500 or less. General cleaning duties account for approximately 50% of time; minor maintenance for approximately 20% of time; school related duties as directed by the building administrators the remaining 30% of time.

- Category II Grade 5A Day custodian at schools with student population over 500. General cleaning duties account for approximately 40% of time; minor maintenance for approximately 30% of time; school related duties as directed by the building administrators the remaining 30% of time. NOTE: Hutchison High School is designated as a Category II, even though the student population is usually less than 500, due to the presence of the UAF Community and Technical College and the extensive shop areas/culinary arts facilities at that location.

- Category III Grade 5B Day custodian at schools with student population over 700. General cleaning duties account for approximately 30% of time; minor maintenance for approximately 40% of time; school related duties as directed by the building administrators the remaining 30% of time.

Essential Job Functions

General cleaning of building and grounds to include entryway floors and doors, touching up bathrooms, emptying waste baskets, removing lunch trash, removing graffiti, spill and accident cleanup, cleaning multi-purpose room or gymnasium, kindergarten or special resource rooms between uses, offices or assigned classrooms for next day's use, assigned bathrooms or locker rooms, air handling units and filters. Day custodians also have a section to clean as determined by the custodial department.

Building exterior maintenance: Lawn care such as refurbishing, fertilizing, seeding, watering, mowing, raking, weed/brush cutting and removal; flag raising and lowering if the flag is not lit by exterior lighting; flower bed preparation and maintenance; trash pickup; bulb replacement in exterior lights, glass cleaning, wall cleaning; minor trim painting or touch-up, removal of graffiti and/or eggs or other matter used to vandalize a facility; snow and ice removal by hand or motorized snow blower or small tractor; flooding of ice rinks, marking of parking lots and playing

fields; weekly playground inspections and minor repairs to playground equipment (no welding repair).

Building interior minor maintenance in varying degrees of skill and time in accordance with category designation such as: unstopping plumbing fixtures, replacing flushometers and tap washers; repairing wood or metal furniture with glue, screws, nuts and bolts; installing dispensers; minor patching of holes in walls and dividers; brush and spray painting fixtures, rooms and furniture. Tighten and/or replace bolts, nuts, screws, and nails in desks, door dividers, lockers, gymnasium equipment, chairs, tables, playground equipment, and custodial equipment.

Check heat and ventilation systems daily for proper performance and change filters as designated by facilities management. Heating and air handling systems care and cleaning such as: routine checking of gauges; cleaning and replacing filters; identifying problems and the need for repair and submitting the needed work orders; and daily mechanical room checks.

Runs and logs emergency generator weekly; prepares work order requests if needed.

Miscellaneous duties to include: shipping and receiving duties; moving equipment, books, and furniture; end-of-year lock/combination changes on lockers; and assisting instructors or administrators in directly related duties.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Backpack vacuum cleaners, standard vacuum cleaners, buffers, auto scrubbers, shampoos, window washers, high pressure and steam washers, brooms, mops, ladders, scaffolding, snow blowers, small tractors, lawn mowers, bush cutters, chain saws, small power hand tools such as drills and saws, hand truck, pallet jack, man lift, and other miscellaneous hand tools.

Independent Decisions

Makes routine job related decisions. The day custodian works independently and does not have direct custodial supervision on site.

Primary Working Contacts

Coordinates with facilities management and shipping & receiving. Assists academic staff, students and the public as needed.

Responsibility for Cash, Equipment, Safety

Routine care and maintenance of assigned work tools and equipment. Responsible to ensure safe operation of equipment and caustic cleaning supplies around students. Responsible for tool inventory.

Supervision Received and Exercised

None given; the day custodian works independently without direct custodial supervision. Receives detailed written job duties from building principal, zone manager or lead custodian with daily oral instructions as needed. Department procedures and requirements as distributed through the principal and facilities management.

Unusual Working Conditions

Works outdoors on ice rinks or doing snow removal in extreme weather. Possible high ladder or scaffolding work and checking conditions on the roof of the facility.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Must have physical fitness, strength, agility, and stamina to work on ladders, scaffolding, and roofs; be able to be on their feet for prolonged periods, and to do light to medium manual tasks such as digging, snow shoveling and furniture moving in a safe manner. Must have dexterity of hands and fingers to operate tools and equipment. Repetitive motions with wrists, hands, and fingers may also be required.

Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school education or GED equivalent.
2. One (1) year heavy industrial, hospital, or school cleaning experience.
3. Must have physical fitness, strength, agility, and stamina to work on ladders, scaffolding, and roofs; be able to lift at least 50 lbs. waist high, be on their feet for prolonged periods, and do light to medium manual tasks such as digging, snow shoveling and furniture moving in a safe manner.
4. Knowledge of minor maintenance needed in Category I, with increasing knowledge of minor maintenance and building environmental systems needed in each higher category level.
5. Must work well with others, including children, be self-motivated and have the ability to prioritize tasks in an efficient and logical order.
6. Must be able to read, write, understand and follow written and oral instructions in English.
7. Depending on specific duties and work locations, a valid State of Alaska driver's license may be required.

The following are preferred:

1. None.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.