

HOWELL MOUNTAIN SCHOOL DISTRICT || CLASSIFIED POSITION DESCRIPTION

POSITION: Custodian/Groundskeeper

PRIMARY FUNCTION

The Custodian/Groundskeeper performs general cleaning and maintenance of school buildings and routing gardening and year maintenance services for school grounds to provide pleasant and safe surroundings for staff and students.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Sweeps, scrubs, waxes and polishes, linoleum, tile, concrete and wood floors and vacuums rugs and carpets in school offices and rooms.
- Cleans and dusts walls, furniture, woodwork and other equipment.
- Picks up paper and other refuse on grounds.
- Sweeps walks and entrances.
- Washes, scrubs, and disinfects rest rooms.
- Cleans windows, door glass, and drinking fountains.
- Cleans and polishes metal work such as door panes and hand railings.
- Empties and cleans waste and recycling containers.
- Moves chairs, tables, desks, furniture and other equipment.
- Maintains outdoor furniture.
- Maintains safe lighting in classrooms and on paths and parking areas.
- Conducts monthly safety inspections and reports and correct hazards.
- Maintains playground equipment.
- Reports safety, sanitary and fire hazards.
- Cuts, grooms, and waters lawns
- Plants, weeds, fertilizes and waters planting areas.
- Prunes hedges, trees and bushes.
- Performs routine maintenance and service of tools and equipment.
- Recycles to compost bins and/or recycling containers for pick-up
- Paints and completes facility repairs.
- Performs other duties of a similar level/type as required.
- Keep administrator/secretary informed of all relevant school matters.

EMPLOYMENT QUALIFICATIONS:

- Completion of 12th grade or the equivalent or at least 18 years of age.
- Ability to read, speak and understand English at the level required to safely use cleaning materials.
- Three years experience in grounds and/or custodial maintenance or equivalent combination of training and/or experience that provides an equivalent background needed to perform the essential job functions.
- Carry out oral and written instructions.
- Interact with and maintain cooperative, effective relationships with staff, students, parents and visitors.
- Yard and facilities maintenance skills.

SUPERVISED BY:

The person in this position is supervised by the site administrator.

SALARY RANGE 7

WORK YEAR 12 months

Howell Mountain School District is an Equal Opportunity Employer. State and federal law and Howell Mountain School District policy prohibit discrimination or sexual harassment toward students or staff during any educational activity. Howell Mountain School District does not discriminate on the basis of race, color, national origin, religion, gender, marital or parental status, sexual orientation, age, or handicap in its educational programs, activities, or employment practices as required by Title VI of the Civil Rights Act, Title IX of the Education Amendments, the Age Discrimination Act, Section 504 of the Rehabilitation Act, and the Vocational Educational Act. For information concerning the complaint procedure, call 965-2423.

Board Approved: 2/7/02