

## Job Description

Title: Custodian	Salary Band: A11
CBA Position: KCSS	Band Range: \$26,159-\$34,132
Department: Campus Operations	FY19 Budget:
Reporting Manager: Custodial Manager	Account Number:
Direct Reports: No	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

### Job Summary:

Perform routine duties such as cleaning and sanitization of facilities to ensure a clean and safe work environment.

**Supervisory Responsibilities:** No

### Minimum Qualifications/Basic Job Requirements:

- High school diploma or equivalent
- Some experience in previous custodial positions is highly desirable.

### Illustrative Examples of Essential Functions:

- Clean and sanitize restrooms and water fountains; replace paper and soap supplies; removes trash.
- Dust surfaces in classrooms, offices; hallways, foyers, locker rooms, kitchens and cafeteria; clean areas around desktops and walls.
- Dry and wet mop floors; vacuums.
- Spot clean interior windows, glass and mirrors.
- Empty recycle bins; clean as needed.
- Strip and refinish floors.
- Clean chalkboards and whiteboards, trays and erasers.
- Verify exterior doors are locked.
- Set up tables and equipment for events or as requested.
- Review work orders to determine daily work assignments in coordination with direction from supervisor.
- Maintain health and safety procedures based on information and recommendations made by supervisor.
- Perform other duties of a similar nature as directed.

### (Core Competencies) Knowledge, Skills, and Abilities:

- Understand and perform minor preventative maintenance actions.
- Understanding of basic cleaning equipment and processes.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.
- Demonstrate clear and effective written and verbal communication skills

Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to use practical application of fractions, percentages, ratio and proportion measurement.

Provide strong and clear communication, customer service, and inter-personal skills

Ability to work independently

Able to cooperatively work with diverse groups of students and staff

**Workload Summary:**

*(Special physical requirements necessary for performance of the job)*

Work is normally performed in an indoor setting; however this position requires reaching, standing, walking, repetitive motions for the appropriate maintenance of the grounds.

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