

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

CUSTODIAN

JOB SUMMARY: Under the supervision of the custodial supervisor and by direction of the building administrator, perform a variety of duties in the cleaning, sanitization and general upkeep of district facilities according to a predetermined work schedule. Within this general framework, specific assignments will vary.

ESSENTIAL JOB FUNCTIONS:

- Clean building, premises, and grounds.
- Sweep, mop and vacuum assigned areas, dust surfaces.
- Scrub, wash down, and disinfect toilets, sanitary fixtures, and fountains.
- Clean windows.
- Maintain floors in clean condition and in a good state of preservation.
- Prepare and paint building surfaces as required.
- Perform grounds keeping chores.
- Perform minor repairs as needed. Report major repairs to Head Custodian.
- Regulate building mechanical and electrical systems for comfort and economy.
- Remain in the building as required by the building use schedule.
- Inventory supplies, equipment and fuel as needed.
- Move furniture and equipment as directed.
- Comply with laws and regulations regarding proper disposal of trash, rubbish and waste.
- Clear premises of snow and ice as necessary.
- Open, monitor, and lock all exits.
- Perform maintenance and repairs on custodial equipment.
- Operate laundry equipment and perform related duties.
- Attend job-related trainings as needed.
- Maintain confidentiality and display ethical behavior.
- Perform other job-related duties as assigned by the supervisor or building administrator.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- High school graduate or equivalent.
- One year of custodial experience. School district experience is preferred.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Demonstrated knowledge and aptitude for cleaning, performing mechanical functions, and other custodial tasks.
- Ability to communicate effectively in oral and written form.
- Ability to understand and carry out oral and written directions.

- Ability to establish and maintain cooperative working relationships with students, staff and community members.
- Ability to work efficiently and effectively.
- Ability to adapt readily to a varied routine in a calm, positive, flexible manner.
- Ability to exercise tact, diplomacy and good judgment.
- Proficiency in basic computer skills.

PHYSICAL DEMANDS:

- Persons performing service in this position will exert 10 – 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may frequently involve ascending and descending ladders, stairs and ramps, and will involve walking or standing for extended periods.
- This type of work involves frequent stooping and bending, and occasional sitting and crawling.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate custodial related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.

Revised 3/16/2016

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