



PURPOSE:

- The Custodian job goal is to provide the students and staff with a clean, attractive and safe environment in which to learn and teach. To accomplish this task, the Custodian performs routine custodial, repair and cleaning work at their site. The Custodian II is distinguished from the Custodial I in the fact that the square footage is larger; there are more students and more activities and events held in the high school facility.

REPORTS TO:

- Site Administrator/Maintenance Supervisor

QUALIFICATIONS:

- High school diploma or equivalent.
- Maintain a valid Oregon Driver's License and personal transportation.
- Experience in custodial services.
- Knowledge of the processes used to clean and sanitize restrooms, classrooms, etc.
- Knowledge of the proper use of cleaning equipment and cleaners.
- Ability to read instructions and write reports.
- Pass required criminal background check.

ESSENTIAL FUNCTIONS:

- Performs all custodial services.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- React to change productively and handle other tasks as assigned.
- Appropriately operate all equipment as required.
- Strong work ethic.
- Support the philosophy and mission of School District 9.
- Good communication, organization and computer skills.

PHYSICAL REQUIREMENTS:

- Requires stooping, bending, reaching, lifting and carrying objects.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.
- See [physical requirements](#).

GENERAL RESPONSIBILITIES

- Performs nightly cleaning of all areas of assigned building(s).
- Comply with local laws and procedures for the storage and disposal of all trash, rubbish, waste and chemicals.
- Sweeps, scrubs, waxes and polishes concrete, linoleum, tile and wood floors and vacuums rugs and carpets in all offices and classrooms.
- Cleans and dusts walls, furniture, woodwork and other fixtures and equipment.
- Picks up paper, litter and other refuse on grounds and sweeps walkways and entrances.
- Washes, scrubs and disinfects restrooms.
- Cleans windows, door panels, drinking fountains and polishes any metal objects such as hand railings.
- Empties and cleans waste containers.
- Assists in moving and/or rearranging chairs, tables, desks, furniture and other equipment.
- Replaces light bulbs and maintains equipment used in the course of work.
- Performs minor repairs and adjustments to building fixtures and equipment.
- Assures the security of the building upon end of shift.
- Sets up rooms for special events and needs.
- Makes reports and routine maintenance to buildings during summer vacation.
- Assists the building staff in their various needs.
- Reports all safety hazards.



Eagle Point School District 9 Job Description – Custodian II

- Assists in preparing the facility for school extra-curricular activities and other functions.
- Stays focused and on task in a very busy school.
- Respects confidential information.
- Sees that district policies are observed at all times.
- Keeps abreast of new information, innovative ideas and techniques.
- Achieves and maintains proficient levels of performance, as described in the district and school evaluation policies and procedures and as communicated by the administration.
- Develops and maintains positive, appropriate professional relationships with students and reorganizes necessary boundaries in interacting with students.
- Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- Establishes and maintains harmonious relationships with students, fellow employees and the general public by reflecting positively on the profession.
- Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.
- Responds in a cooperative and positive manner to supervision and direction.
- Achieves professional growth as directed by the district through consultation with district support staff, attendance at building and district in-service meetings and approved workshops and classes.
- Maintains all licenses and requirements needed to maintain your professional standing and the requirements to complete all assigned reports.
- Performs other duties as assigned by the maintenance supervisor or site administrator.

RATE OF PAY: According to Classified Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: