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## Job Description

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**CLASSIFICATION:** PSE

**TITLE:** Custodian

**POSITION SUMMARY:**

Under supervision, to maintain an assigned school facility, group of buildings, or office space in a clean, orderly, and secure manner following a predetermined schedule; and to do other related work as required.

**PREFERRED QUALIFICATIONS:**

- High School graduate or equivalent.
- Preference given to prior acceptable custodial experience or in areas related to plant operations and maintenance including, but not limited to: cleaning procedures, repairs, security, housekeeping, floor care, painting, and grounds care.
- Ability to communicate with persons at all levels in the school community.
- Ability to follow written and oral instructions.
- Demonstrated aptitude or competence for successful completion of the tasks assigned.
- Have and maintain a record of punctuality and good attendance.
- Ability and skill to operate mechanical equipment and tools.
- Must hold or obtain current first aid and CPR cards.
- Ability to lift heavy weights without bodily injury. A certificate of health may be required.
- Maintain proper attire ensuring that personal appearance is neat and appropriate at all times.
- Must have ability to perform minor maintenance tasks at the school.
- Such alternatives to the above qualifications as the Board may find acceptable and appropriate.

**SPECIAL REQUIREMENTS:**

- Valid First Aid/CPR card
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance
- I-9 employment eligibility in compliance with the Immigrations Reform and Control Act
- HIV/HBV training (obtain within 60 days of hire date – District provided)
- Human Resources new hire training (obtain within 60 days of hire date – District provided)

**KNOWLEDGE OF:**

- Cleaning materials, supplies, and equipment;
- Safe working methods and procedures.
- Methods, materials and equipment used in cleaning and maintaining a variety of surfaces, equipment and furniture.



**ABILITY TO:**

- Perform moderately medium to heavy manual activities;
- Efficiently and effectively use cleaning materials, supplies, and equipment;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

**ESSENTIAL FUNCTIONS:**

The physical requirements indicated below are examples of the physical aspects required to carry out job responsibilities.

- Exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Must have an adequate range of motion in the upper extremities.
- Ascend and descend ladders, stairs, scaffolding, and ramps, and walk or stand for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Physical ability to tolerate frequent exposure to hot, cold, wet, humid, or windy conditions caused by weather.

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

**POSITION RESPONSIBILITIES**

- Sweep, mop, strip, wax, and seal floors.
- Vacuum and spot clean rugs and carpets.
- Dust, wash, and polish furniture and woodwork.
- Empty and clean waste receptacles, including trash barrels.
- Clean and sanitize restrooms, locker rooms, and showers daily.
- Wash windows, doors and walls, polish metalwork and clean chalkboards.
- Move and arrange furniture and equipment in preparing multipurpose rooms or classrooms for special events or meetings.
- Replace light bulbs and lighting tubes and clean light fixtures.
- Clean window coverings, such as drapes and blinds.
- Remove paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities.
- Perform emergency cleanup resulting from breakage, vandalism, spilling, and illness.
- Raise and lower flags, lock and unlock gates and doors, and set security systems.
- Assist in receiving and distributing supplies and equipment.
- Perform minor maintenance tasks in keeping assigned areas safe and operational.
- Assist in reporting and preventing facility vandalism and maintaining custodial supplies.
- Perform routine maintenance and preventative maintenance functions, including equipment adjustments, lubrication and simple part replacement,
- Establish and maintain effective relationships with staff, school administrators and the public.
- Maintain custodial areas in an orderly and safe condition and ensure equipment is cleaned and properly stored at the end of each work shift.
- Follow the daily work schedule established by the lead custodian.
- Regular and consistent attendance required.



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DEPARTMENT  
**Human Resources**  
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### **EMPLOYMENT CONDITIONS:**

The position is that of custodian and is represented by Public School Employees of Monroe collective bargaining unit. This is a twelve (12) month position unless otherwise noted on the position-opening announcement. Salary and benefits as determined by the current collective bargaining agreement. Custodians are hired as District employees and may be transferred from one site to another, depending on District needs as determined by the District.

### **EVALUATION PROCEDURES**

Performance shall be evaluated annually according to Board and administrative policies and procedures.

### **THE MONROE SCHOOL DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The Monroe School District prohibits discrimination on the basis of race, creed, color, national origin, age, sex, marital status or the presence of a disability.

The Monroe School District is an equal opportunity employer and supports the spirit, policies and practices of state and federal laws prohibiting discrimination in keeping with the District's affirmative Action Plan.

### **IMMIGRATION REFORM AND CONTROL ACT REQUIREMENT**

All new employees are required by law to submit documentation to Personnel Services proving eligibility to work in the USA by completing an Employment Eligibility Form within three days of employment.

### **APPLICANT DISCLOSURE STATEMENT**

Pursuant to Chapter 486, Laws of 1987, all applicants must complete the disclosure form provided by Personnel Services at the time of application.

### **BACKGROUND CHECK ON NEW HIRES**

According to 1992 legislation ESHB 2518, all school employees with regularly scheduled unsupervised access to children are required to have a criminal background check, which includes fingerprinting.

### **SPECIAL REQUIREMENT**

All District employees are required to attend an HIV/AIDS presentation and a Sexual Harassment presentation.

**\*\*MONROE SCHOOL DISTRICT IS A SMOKE-FREE AND DRUG FREE WORK PLACE.**