

## Custodian at Treynor CSD

Treynor Community School District is seeking candidates to fill an open custodial position.

### Direct questions to:

Dr. Joel Beyenhof

Superintendent

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**Reports to:** Building Principal or Superintendent, as designated

**Status:** Full-Time Position

### Essential Functions:

1. Work assigned times, addressing identified expectations and time allocations.
  - a. Keep busy throughout the work shift using time wisely and completing tasks in a timely fashion.
2. Be in the assigned building at all times except when custodial responsibilities require assistance in other areas. Notify the office when it is necessary to be out of the building.
3. Assume responsibilities for the opening and/or closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off. Activate and deactivate the building security systems.
4. Raise/Lower the flags, as assigned.
5. Remove graffiti as soon as possible.
6. Keep an inventory of supplies, equipment, and fuel on hand, and requisition such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian's work.
7. Maintain the facility in a condition of excellent cleanliness. Cleaning duties may include but are not necessarily limited to: sweeping, dusting, mopping/scrubbing, vacuuming, washing windows, cleaning marker boards, cleaning furniture, laundry, waxing floors and disposing of trash.
8. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
9. Keep all floors in a clean and attractive condition and in good state of preservation.
  - a. Sweep classrooms daily.
  - b. Vacuum carpeted areas at least once every other day, more if needed.
  - c. Clean hallways each day and as conditions require.
  - d. Clean entry mats daily.
  - e. Sweep gym floors before school begins each day and before events if you are assigned a building which houses a gym.
10. Keep the commons area clean throughout the day, mopping as needed. After lunch has been served, clean and mop the serving and trash dumping area as soon as possible.
11. Clean the main gym(s) daily - pick up all trash, wet mop as needed, dust mop floor using a properly treated dust mop. Remove spots from drinking fountains - clean and disinfect thoroughly. Clean all walls, mats, and doors as needed. Set up a gym and make

necessary arrangements needed for all activities, assuring baskets are down during basketball season. After events, assure the following in the gym(s):

- a. Clean bleacher areas and put them away.
  - b. Sweep floors and wet mop where necessary
  - c. Take trash to dumpsters.
  - d. Sweeping floors.
  - e. Turn off lights, including the outside canopy lights.
  - f. Clean restrooms.
  - g. Lock doors.
12. Scrub and disinfect floors, fixtures in the restrooms daily. Check restrooms throughout the day and/or evening. Replace soap and paper supplies. Clean water fountains daily.
  13. Clean and disinfect track/football restrooms as needed during the seasons in which they are used.
  14. Dust flat counter surfaces, bookcases, door and window ledges, telephones and tables as needed; objects do not need to be removed before dusting.
  15. Take out all the trash.
  16. Wash all windows, mirrors, walls and door frames as needed.
  17. Clean all marker boards at least once a week.
  18. Move furniture or equipment as requested for various activities as directed by the principal.
  19. Wash windows on both the inside and outside at least once each year and more frequently if necessary.
  20. Clean-up of vomit and other body fluids when needed.
  21. Check for safety hazards and report them to the building principal.
  22. Conduct an on-going program of general maintenance (e.g., replacing ceiling tiles; tightening screws in desks, chairs and door closures; replacing light bulbs; doing minor plumbing repairs; cleaning and or replacing filters; and checking motors in the unit ventilators).
    - a. Report major repairs needed promptly to the building principal.
    - b. Check the building heating system at least twice a day to ensure that it is working properly, when in use.
    - c. Maintain on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
    - d. Comply with local laws and procedures for the storage and disposal of chemicals, trash, rubbish, and waste.
    - e. Conduct periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
  23. Keep building premises, including sidewalks and play areas clean at all times.
    - a. Shovel and/or plow snow and/or put ice melt on walks and steps as appropriate.
    - b. Mow around buildings as requested.
    - c. Perform such yard-keeping chores as grass cutting and tree trimming as necessary, to maintain the school grounds in a safe and attractive condition.
  24. Help unload commodities.
  25. During summer break, perform the work necessary to prepare the building for the next school year, sharing the responsibility of supervising summer help and showing by example how the work is to be done.
  26. Contribute to an effective and efficient school district.
    - a. Cooperate with all district personnel.
    - b. Participate in professional meetings as required.
    - c. Follow all district policies, including those relating to a drug-free school.
    - d. Be prepared for any surprises and be able to cope.

- e. Demonstrate organization and professionalism in fulfilling the responsibilities of the job.
  - f. Maintain a positive rapport with students, staff, parents and the community.
    - i. Greet all students, faculty, staff, and visitors courteously.
    - ii. Cooperate with and work in a courteous manner with co-workers and other personnel.
  - g. Dress appropriately for the position and work required.
  - h. Demonstrate a positive attitude toward school, students and job and communicate the same to the community.
  - i. Accept constructive criticism and suggestions and seek to improve each performance responsibility.
  - j. Maintain confidentiality in the school operation.
27. Adhere to applicable state and federal laws, rules and regulations, board policies and administrative rules.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to work in a standing and/or walking position for long periods of time.
2. Must be able to frequently lift and/or move up to 50 pounds efficiently.
3. Must have manual dexterity to operate and handle equipment related to all aspects of maintenance or custodial tasks in a way that ensures safety while performing the duties of this job; the employee is frequently required to reach with hands and arms, stand, talk or hear, taste or smell, walk and use hands to finger, handle, feel or operate tools or controls.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is moderately loud.
2. The custodian must have the ability to tolerate chemicals in commercial strength detergents and cleaning solutions.