

## HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

### **JOB TITLE: Custodian 1**

#### **Job Purpose Statement/s:**

The job of "Custodian 1" is done for the purpose/s of maintaining an attractive, sanitary and safe facility; providing adequate arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure. *The "Custodian 1" employees are supervised by the Custodial Supervisor and receive lead direction from the Head Custodian. Employees classified as Custodian I are usually assigned to work during evening hours, but may be required to work other schedules. These employees do not supervise others.*

#### **Essential Job Functions:**

- **Arranges** furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events (i.e., regular school, community education, special events).
- **Cleans** school facilities (i.e. classrooms, offices, multipurpose rooms, grounds, windows, restrooms, sinks, carpets, floors, garbage cans, wastebaskets, gym cafetorium, and other areas as directed by principal or head custodian) for the purpose of maintaining a sanitary, safe and attractive environment
- **Delivers** variety of items (e.g. supplies, mail, packages, furniture) for the purpose of distributing the materials to the appropriate parties
- **Maintains** regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.
- **Informs** principal, supervisor, other site personnel and students for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities
- **Secures** facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site (i.e., unlock & lock doors, secure gates, check windows, turn lights off/on; operate heating plant and equipment)

#### **Other Job Functions:**

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Repairs** furniture, equipment and minor building damage for the purpose of ensuring that items are available and in safe working condition
- **Requests** equipment and supplies through the principal or supervisor for the purpose of maintaining inventory and ensuring availability of items as needed to properly maintain facilities
- **Maintains** grounds and operates equipment as required.
- **Performs** other duties as assigned.

#### **Essential Job Requirements - Qualifications:**

- **Experience Required:** One year prior job related experience in school or institutional building maintenance or related trade.
- **Skills, Knowledge and/or Abilities Required:**  
*Skills* to use cleaning agents; supplies and equipment; perform basic math to calculate accurate dilution of cleaning agents.  
*Knowledge* of methods and use of cleaning materials, equipment, and supplies, safe work practices.  
*Abilities* to stand for prolonged periods, follow oral and written instructions, adhere to safe work practices, work independently with minimal supervision, perform a variety of tasks, adjust to flexible assignments often with short notice, and communicate with students, staff and parents. Significant physical abilities include lifting/carrying/pushing/pulling, stooping, reaching/handling, near/far visual acuity/depth perception.
- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance; Complete district required drug screen, asbestos and BBP training.

**PHYSICAL REQUIREMENTS:**

- 1. In an eight-hour day employee may:
  - a. Stand/Walk             None             1-4 hrs             4-6 hrs             6-8 hrs
  - b. Sit                         None             1-3 hrs             3-5 hrs             5-8 hrs
  - c. Drive                     None             1-3 hrs             3-5 hrs             5-8 hrs
  
- 2. Employee may use hands for repetitive:  
 Single Grasping             Pushing and Pulling     Fine Manipulation
  
- 3. Employee may use feet for repetitive movement as in operating foot controls:  
 Yes                             No
  
- 4. Employee may need to:
  - a. Bend                     Frequently     Occasionally  Not at all
  - b. Squat                    Frequently     Occasionally  Not at all
  - c. Climb Stairs            Frequently     Occasionally  Not at all
  - d. Lift                      Frequently     Occasionally  Not at all
  
- 5. Lifting:
  - Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
  - Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
  - Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
  - Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
  - Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

JS/rb

24-Mar-03

I, \_\_\_\_\_ have read and received a copy of this  
PRINT YOUR NAME HERE  
job description, and understand that a copy of this job description will become part of  
my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date