

HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: Custodian 2

Job Purpose Statement/s:

The job of "Custodian 2" is done for the purposes 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 2" position is responsible for total custodial duties for one building.* Employees in the "Custodian 2" classification are supervised by the Custodial Supervisor and do *not* supervise other employees.

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, gymnasium, cafeteria, auditorium, 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
- **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.

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.