

CUSTODIAN
JOB DESCRIPTION

PURPOSE: The Custodian provides a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. To accomplish these tasks, the Custodian must work closely with the staff and administration of U.S.D. No. 413.

RESPONSIBLE TO: Building Principal

PAYMENT RATE: According to custodian salary schedule.

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Health and inoculation certificate on file in the Central Office (after employment offer is made).
3. Ability to understand chemical hazards.
4. Ability to work independently without supervision.
5. Desire to continue career improvement.

ESSENTIAL FUNCTIONS:

1. Provide a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities.
2. Ensure that all activities conform to district guidelines.
3. Communicate effectively with members of the school district and community.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all equipment and machinery as required.
6. Support the value of an education.
7. Support the philosophy and mission of U.S.D. #413.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Requires stooping, kneeling, crawling, bending, turning, and reaching.
3. Requires climbing and balancing.
4. Must work indoors and outdoors year-round.
5. Must work in noisy and crowded environments.
6. Must work in and around dust, fumes, and odors.

GENERAL RESPONSIBILITIES (As Directed):

1. Keep building and premises (including sidewalks, driveways, and play areas) neat and clean at all times.
2. Clean classroom and office floors daily. Dump pencil sharpeners. Dump trash and replace bags. Dust furniture. Line up desks. Clean blackboards, erasers, and chalk trays. Clean classroom sinks.
3. Clean corridors each day. Dust locker tops, wash and repair as needed. Clean drinking fountains daily.
4. Mop restroom floors and clean all sanitary fixtures daily. Clean mirrors. Fill soap, towel, and toilet paper dispensers.
5. Sweep bleachers, stage and stairs. Clean behind bleachers. Mop as needed.
6. Throughout the building, replace light bulbs as needed. Remove gum, tape, and marks from floor and walls. Dust walls as needed. Clean air return and vent louvers as needed. Dust window ledges. Buff and re-coat floor as needed. Wash windows inside and outside at least twice each year, and more frequently if necessary.
7. Sweep, shovel, and sand walks as directed.
8. Open and close buildings each school day.
9. Raise the United States and Kansas flags before school commences and take down the same after closing.
10. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
11. Check emergency lights and fire extinguishers, fill in date and initial the tag.
12. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
13. Ensure that all doors and windows are secured and all lights are turned off (except as necessary for safety reasons) at the close of school each day.
14. Immediately report unauthorized persons to the Principal.
15. Immediately report damaged school property to the Principal.
16. Move furniture or equipment within buildings as required.
17. Maintain mechanical equipment as directed.

18. Make minor building repairs, and promptly report needed major repairs to the Director of Buildings and Grounds.
19. See that district policies are observed at all times.
20. Keep abreast of new information, innovative ideas and techniques.
21. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
22. Other duties as assigned by the Director of Buildings and Grounds or administrative staff.

Please go to: <https://chanute.tedk12.com/hire/index.aspx>

Click on the “Apply” button next to the position you want to apply.

You will see a job description. On the right hand side of that job description you will need to click on the “Apply for this Position” button.

If this is your first time applying for a position at USD 413, Chanute Public Schools, you will need to register. Under “I am a new applicant” you will see a button “Create New Account and Apply”, click on this button to create your an account.

Once you have registered you are in the system. When the time comes that you would like to apply for a different position, all you have to do is login and you are good to go. Once logged in you also have the ability to make changes your application if you would like to.