

Cascade School District 422
209 N. School Street
P.O. Box 291
Cascade, ID 83611
(208) 630-6057

Job Title: Custodian

Supervisor: Maintenance Supervisor

Job Summary

Keeps the district's school buildings and grounds in such a state of operating excellence that they present no problems or interruptions to the educational program. Maintains grounds, playgrounds, and athletic fields.

Essential Duties

- Acts ethically and confidentially in all aspects of employment.
- Cleans and preserves School buildings and grounds by conducting an ongoing process of general maintenance, upkeep and repair.
- Report immediately to the principal and damage to school property.
- Keeps on hand an adequate inventory of supplies.
- Maintain sidewalks and grounds as to provide the best environment for the educational process. (snow and ice removal, trash pickup)
- Keeps custodial records up to date.
- Plans and administers ongoing maintenance of floors and carpets.
- Assist staff with moving of furniture and other tasks.
- Responsible for the opening of buildings and securing of district property.
- Responsible for maintenance, construction, painting, graffiti removal, changing of light bulbs, etc.
- Maintains department records and communication on computer system.
- Maintains a friendly and helpful atmosphere in the district.
- Ensures all student playgrounds, facilities and equipment is clean and safe.
- Assist in creating a visually appealing school facility.
- Mows, fertilizes, applies herbicides, irrigates, prunes, and weeds grounds areas.
- Operates machinery including but not limited to riding mower, power weed and brush cutter, and walk behind power lawn mower.
- Attends training seminars as necessary.
- Assists visiting public utilizing the facilities with directions within building and in obtaining and setting up needed equipment.
- Maintains building and grounds security in the building each school day.
- Performs other tasks as assigned by the Superintendent.
- Possesses ability to work alone with minimal supervision.

EDUCATION, LICENSES and/or EXPERIENCE:

High school diploma

SKILLS AND ABILITIES:

Ability to communicate clearly and concisely, both orally and in writing. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to effectively communicate in one-on-one and small group situations to parents, students, and other employees of the district.

Ability to add, subtract, multiply, and divide in all units of measure.

Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to work in a friendly manner and to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district requirements and Board of Education policies, and applicable laws.

LENGTH OF EMPLOYMENT: This is an at-will position work day and schedule is set by the Building Administrator and Superintendent.

SALARY AND BENEFITS:

1. Salary based on experience
2. Six-month probationary period
3. Comprehensive benefits package

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.