



Mancos School District
Staff Job Description

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| Title: Custodians | FLSA Status: Non Exempt |
| Reports To: Maintenance Director | Pay Range: refer to salary schedule |
| Prepared/Revised Date: Jan 20, 2023 | Work Year: 12 months |

SUMMARY:

Provide a sanitary and safe environment for students, staff, and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

| Job Tasks Descriptions | Frequency | % of time |
|---|------------------|------------------|
| 1. Clean areas of the building such as classrooms, offices, student and staff bathrooms, stairwells, cafeteria, hallways, library, etc., using proper cleaning practices and procedures and using custodial equipment in a safe and efficient manner. Remove trash from the building and from outside trash containers and place into the dumpster. | D | 70% |
| 2. Demonstrate effective communication (verbally and written) with the Principal, teaching staff, custodial staff and community members. Write and respond to emails from the head custodian and Principal/Superintendent. | Ongoing | 2% |
| 3. Assist in set-ups and breakdowns for sporting, special events, and meetings. Locking/unlocking areas for access, and providing staff support. | D | 5% |
| 4. Report to head custodian or lead custodian maintenance/safety issues, custodial supply and equipment needs. Monitor buildings lighting, plumbing, electrical and mechanical systems (boilers, uni-vents, etc). Repair/report issues to the head custodian or lead custodian. | Ongoing | 5% |
| 5. Complete annual online training courses. | A | 1% |
| 6. Secure the building. Lock classroom and office doors, close windows and turn off lights. Check and lock exterior doors by walking the perimeter of the building and set security alarms. | D | 5% |
| 7. Remove snow and ice from areas around the building not accessible by snow plows. Perform seasonal projects such as mowing areas not accessible by a ride-on mower, tree trimming, cleaning outside windows and other assigned seasonal projects. | Seasonal | 5% |
| 8. Participate in deep cleaning of building summer, seasonal, and project cleaning schedules as assigned. | A | 5% |
| 9. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure. | As needed | 1% |
| 10. Perform other duties as assigned. | D | 1% |



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| | TOTAL = | 100% |
|--|----------------|-------------|

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Minimum one year experience

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Ability to interact and work effectively and cooperatively in a team environment
- Ability to communicate effectively
- Moderate computer skills
- Ability to show and maintain enthusiasm and a positive attitude
- Ability to recognize the importance of safety in the workplace
- Safely and effectively operate custodial and maintenance equipment and tools. This includes but is not limited to the following: vacuums, carpet extractors, floor scrubbers and buffers, grounds equipment, electric hand held tools, basic hand held tools, and other equipment used in custodial maintenance
- Must follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator, district administrator or authorities

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- Must pass various pre-employment background screenings; required at entry

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

-

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Custodians are directly responsible to the Maintenance Director in all of their duties and responsibilities.
- Direct Reports: No

BUDGET AND/OR RESOURCE RESPONSIBILITY:

| Budget Function | Responsibility | | | |
|------------------------|----------------|-------------|-----------|----------------|
| | Sole | Participate | Recommend | Not Applicable |
| Develop a Budget | | | | x |
| Administer a Budget | | | | x |
| Monitor a Budget | | | x | |
| Coordinate a Budget | | | | x |
| Initiate a Requisition | | | x | |

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

| PHYSICAL ACTIVITIES | Amount of Time | | | |
|---------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | | x |
| Walk | | | | x |



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|-------------------------------------|--|---|--|---|
| Sit | | x | | |
| Use hands to finger, handle or feel | | | | x |

| PHYSICAL ACTIVITIES | Amount of Time | | | |
|--------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Reach with hands and arms | | | | x |
| Climb or balance | | | x | |
| Stoop, kneel, crouch, or crawl | | x | | |
| Talk | | | | x |
| Hear | | | | x |
| Taste | x | | | |
| Smell | x | | | |

| WEIGHT AND FORCE DEMANDS | Amount of Time | | | |
|--------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | | x |
| Up to 25 pounds | | | | x |
| Up to 50 pounds | | | x | |
| Up to 100 pounds | | x | | |
| More than 100 pounds | | | x | |

| MENTAL FUNCTIONS | Amount of Time | | | |
|------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | x | |
| Analyze | | | x | |
| Communicate | | | | x |
| Copy | | x | | |
| Coordinate | | | x | |
| Instruct | | x | | |
| Compute | | x | | |
| Synthesize | | | x | |



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|--------------------------|--|----------|----------|----------|
| Evaluate | | | | x |
| Use Interpersonal Skills | | | | x |
| Compile | | x | | |
| Negotiate | | | x | |

| WORK ENVIRONMENT | Amount of Time | | | |
|---------------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | | x | | |
| Work near moving mechanical parts | | x | | |
| Work in high, precarious places | x | | | |
| Fumes or airborne particles | | x | | |
| Toxic or caustic chemicals | | x | | |
| Outdoor weather conditions | | | x | |
| Extreme cold (non-weather) | | x | | |
| Extreme heat (non-weather) | | x | | |
| Risk of electrical shock | | x | | |
| Work with explosives | x | | | |
| Risk of radiation | x | | | |
| Vibration | x | | | |

| VISION DEMANDS | REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB |
|---|---|
| No special vision requirements | |
| Close vision (clear vision at 20 inches or less) | x |
| Distance vision (clear vision at 20 feet or more) | x |
| Color vision (ability to identify and distinguish colors) | x |
| Peripheral vision | x |
| Depth perception | x |
| Ability to adjust focus | x |



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| NOISE LEVEL | Level of noise typical in the work environment for this job |
|-------------|---|
| Very quiet | |
| Quiet | |
| Moderate | x |
| Loud | |
| Very loud | |

OTHER INFORMATION:

- n/a

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.