

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title Associate Custodian

Supervisor's Title Head Custodian

Date Prepared _____ **Date Reviewed** _____ **Date Reviewed** _____

Employee/Incumbent Review ___ **Immediate Supervisor Review** ___ **GCEA Review** ___
Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl** _____

Location _____ **Lane** _____

Implementation Date _____ **ADA Review** _____
_____ **Job Summary**

The Associate School Custodian keeps buildings / grounds in clean and orderly condition. Responsible to the Head Custodian for supervision of night crew and for the security of the school at night. Often involved with community school and activities at night. Requests, solicits, and interviews applicants for hourly positions. Trains and monitors performance of hourly crews including swimming pool operation if applicable. Oversees night operation of mechanical and security systems. May respond in an emergency to assist police, fire department, and others after work hours.

Essential Functions

- Under direction of the head custodian, the incumbent:
1. Interacts with public, after school student activities (sports, drama, dances, etc.), adult education programs, rentals of school, community sports, and other community activities in the school or on the grounds. Must be available to open doors, resolve problems, and maintain security and to protect building from vandalism and unauthorized use.
 2. Secures building against vandalism, locks and unlocks doors, turns of light switches and generally patrols building / grounds. May responds after hours to emergencies. Coordinates cleaning, set up, tear down and security with community education personnel. Makes arrangements for needs of special programs, parties, meetings and other activities which involves arranging seating, furniture, lights, sound, etc. and cleans up and puts away equipment afterwards.
 3. Performs general clean-up of all facilities (sweeps, mops, scrubs, polishes, and vacuums halls, offices, classrooms, restrooms, garbage and trash walls, lunchroom, gymnasium, auditorium, etc.).
 4. Performs minor repairs as able (windows, doors, lockers, switches, desks, tables, equipment and appliances, sinks, toilets, blinds, walls, repair effects from minor break-ins and other vandalism, etc.) or any other specialized tasks as appropriate.
 5. Maintains gymnasium floors, stages, exercise rooms, (may have a swimming pool), hall ways, bathrooms, lunchrooms, heating and air conditioning systems, Waxes, seals and

- sometimes refinishes various floors in the building.
6. Maintains school grounds (removes snow, ice and debris, cuts, weeds, rakes, waters, sweeps and so forth).
 7. Supervises a sweeper crew and other part time workers to maintain work load.
 8. Acts as Head Custodian in absence of Head Custodian.
 9. Performs periodic major cleaning projects such as scrubbing walls, ceilings and woodwork, painting rooms, and so on.
 10. Prepares and cleans boilers for annual inspection.

Non Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

The Associate School Custodian must be skilled in the use and general maintenance of hand tools, small and large power tools, power cleaning equipment, cleaning supplies, cleaning equipment, telephone, power equipment, pipe, wire, ladders, scaffolds, electrical appliances, record files and gardening tools. Must be knowledgeable about ventilating system, heating plant, testing instruments, safe operation of a swimming pool and be able to handle snowplows. Knowledge of cleaning chemicals, waxes and their proper and safe application is needed. Must be skilled in organizing and monitoring the work of others. May perform chemical analysis of pool water and add chemicals.

Minimum Entrance Requirements for Training

High school diploma or equivalent.

Minimum Entrance Requirements for Prior Experience

One year job related work experience with demonstrated competence.

Note The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

The Associate Custodian needs ability to motivate people to work cooperatively and efficiently and must be able to initiate and assess activities, and handle emergencies. Makes recommendations for hiring and terminating custodial personnel. The Associate Custodian has considerable responsibility for equipment, materials, and building, and is responsible for the safety of others is involved. Substantial emphasis on public relations. Night activity increases incumbent's responsibility for building security and maintenance. Is often subject to verbal ridicule from students and may deal with violent behavior while enforcing rules or protecting

school facilities. Provides some instruction for new employees. The Associate Custodian has authority to decide what should be done and is accountable for job performance including responsibility to the Head Custodian for work performed by the night crew. Must make decisions frequently when supervisor is not present due to evening work.

Interaction with Others (Non-Supervisory)

Considerable interaction with public during afterhours use of facilities. Interacts with security, maintenance, administration, and vendors.

Supervision

Depending on the size of the school, the Associate Custodian normally supervises 3 to 6 part-time sweepers and 1 or 2 full-time workers.

Working Environment

The Associate Custodian works under average working conditions. Responds to after hour emergencies. Works outside in all kinds of weather. The flow of work is steady with pressure to complete work tasks with frequent interruptions.

Physical Demand Characteristics

Involves repetitive or sustained physical effort, occasionally lifting or moving up to 100 pounds. May restrain violent students until security or police arrive.