

COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Ave.
College Place, WA 99324
(509) 525-4827

Position: Custodian

Responsible to: Principals

Terms: The terms of employment shall be at the discretion of the superintendent. The position is represented by Educational Service Employees of College Place Collective Bargaining Agreement (ESE of CP CBA). This position is classified as full time.

Required knowledge and skills:

- High school diploma or its equivalent (GED);
- Knowledge of assigned school procedures;
- Maintain a current valid driver's license;
- Knowledge with integrating technology.

Demonstration of required abilities:

- Capable of lifting ~ 60lbs ~ 15% of the time, ~ 80% of the work day standing, reaching, bending, pushing, pulling, stooping, walking and ~ 5% of the time working from a sitting position;
- Work efficiently, effectively and timely;
- Produce work that is accurate, neat and thorough;
- Be reliable, trustworthy and require minimal supervision;
- Interact and communicate with others in a respectful, courteous and cooperative manner;
- Maintain adaptability by being positive, versatile and flexible;
- Retain the ability to legally drive vehicles and equipment;
- Support school rules and District policies and procedures.

Job Purpose: Focusing on kids and their learning by providing cleaning, minor repair services and assistance with grounds keeping at district buildings.

Essential Job Results:

1. Maintains building:
 - a. Interior by dusting and polishing furniture, equipment, mirrors, and fixtures; washing windows, counters, walls, sinks, ceilings, and wood work; sweeping, scrubbing, and waxing floors; cleaning and vacuuming furniture and carpeting; stocking, cleaning and sanitizing restrooms; removing trash and recycling materials; replacing lights and other consumable type items.
 - b. Exterior by sustaining building accessibility and appearance; picking up papers and trash; removing snow and ice from walkways; painting and washing; help to maintain the lawn and surrounding landscape; playgrounds; parking areas; replacing consumable type items.
2. Keeps all equipment operational by following the manufacture's operating and care guidelines. Communicate with the Building Grounds Maintenance person to support repair and maintenance of said equipment.

Vision: Focus on kids and their learning

Mission: Prepare kids for their future beyond College Place Public Schools

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3. Support inventory of supplies by:
 - a. Storing supplies in an orderly manner and in as few areas as possible;
 - b. Use products in a first in, first out basis;
 - c. Keeping the supply rooms clean and organized to support safe movement within;
 - d. Communicating with the Building Grounds Maintenance person when product is in low supply;
 - e. Collaborate with Building Grounds Maintenance person to facilitate replacement of cleaning equipment.
4. Maintains continuity and communication between shifts as directed by the administrator.
5. Acknowledges the importance of safety by maintaining a safe and orderly working environment and following safe work practices.
6. Protect District by keeping information confidential.
7. Maintain technical knowledge by attending educational trainings.
8. Contribute to team efforts by accomplishing related results as needed or requested by Administration.

*** ~ denotes approximation

Employee's Signature

Date Received

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