



## Medford SD 549C Job Description

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

**Job Title:** Custodian I  
**Supervisor:** Principal/Site Supervisor  
**FLSA Status:** Nonexempt

**Summary:** Performs routine cleaning of school buildings including floors, walls, doors, walkways, entrances and furniture.

### Essential Duties and Responsibilities:

- Cleans and dusts walls and furniture.
- Sweeps walkways and entrances.
- Washes, scrubs and disinfects restrooms.
- Cleans windows, door glass and drinking fountains.
- Cleans and polishes metal work such as door panels and hand railing.
- Empties and cleans waste containers
- Assists in moving and rearranging chairs, tables, desks, furniture and other equipment.
- Replaces light bulbs.
- Maintains equipment used in the course of work.
- Follows a cleaning schedule.
- Sweeps, scrubs, waxes and polishes concrete, linoleum, tile and wood floors and vacuums rugs and carpets in school plant offices and rooms.
- Reports safety, sanitary and fire hazards.
- Performs routine security checks and leaves building secure at end of shift.
- Assists in the complete cleaning and routine maintenance of buildings.
- Prepares cleaning materials and chemicals as necessary.
- Maintains competency in all position responsibilities.
- Complies with all safety and work rules, policies and procedures.
- Responsible for proper utilization, operation and maintenance of all department resources.
- Provides support to other positions as needed.
- Assumes additional responsibilities as appropriate with little or no supervision.
- Other related duties may be assigned.

### Marginal Duties and Responsibilities:

- Assists in routine grounds keeping duties as necessary.
- Makes minor repairs of broken furniture.
- Sets up P.A. system.
- Cleans gutters and rakes leaves as necessary.

**Supervisory Responsibilities:**

- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

**Education and/or Experience:** High school or GED preferred; or up to one month related experience or training; or equivalent combination of education and experience.

**Interpersonal Skills:** Ability to interact appropriately with teachers, staff, members of the community and students. Focuses on solving conflict; maintains confidentiality; Contributes to building a positive team spirit.

**Language Skills:** Ability to communicate fluently in English both verbally and in writing. Preference may be given to applicants who are fluent in both English and Spanish. Ability to effectively present verbal information in one-on-one and small group situations to students and other school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

**Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:** General knowledge of computer usage and ability to use e-mail.

**Certificates, Licenses, Registrations:** Certificates as determined by the District including valid Oregon driver's license and asbestos training.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use of hands for repetitive motions and fine manipulation.
- Standing/Walking: Regularly
- Stoop, Kneel, Crouch, Crawl, Climbing Stairs, Ladders: Frequently
- Lifting/carrying: 25 to 50 lbs., occasionally up to 100 lbs.
- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
- Speaking clearly enough to be able to be understood by others.
- Identifying and understanding the speech of another person.
- Emotional stability to work effectively under pressure and to keep all aspects of the job under control.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. Employee may be exposed to bloodborne pathogens. Employee may be subject to temperature fluctuations, fumes, odors and dust. Occasionally the employee is required to work in high, precarious places and around moving parts. The employee is occasionally exposed to wet or humid conditions, outdoor weather conditions. While performing the duties of this job, the employee is exposed to fumes or airborne particles and toxic or caustic chemicals. Employee is occasionally exposed to machinery vibration.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_