

## SCHOOL DISTRICT OF IOLA-SCANDINAVIA

541.4

### NIGHT CUSTODIAN (Job Description)

Qualifications: (1) A background of experience, training or schooling in handling all types of cleaning and maintenance work that is required to keep an effective, efficient operation of school buildings; (2) Ability to operate equipment associated with cleaning and maintenance of school buildings; (3) Capable of maintaining a large assigned floor space on a daily basis; (4) Ability to work on a ladder, scaffold or personnel lift; (5) Ability to work cooperatively with fellow employees and maintain a friendly, accommodating appearance with the general public; (6) A strong work attendance record (a strong work attendance record is essential); (7) Self-motivated in seeing what needs to be done and capable of getting it done; (8) Ability to follow directions and be flexible to changes in the daily routine; (9) Ability to perceive the assigned and implied requirements of the position and handle them effectively with a minimum of direction and supervision; (10) Willing to assist other employees and change job routine as required; (11) Must meet any additional qualifications set by the district; and, (12) Possession of minor maintenance skills and more skilled abilities is preferred.

Chain of Supervision: Reports directly to the Director of Buildings and Grounds.

Duties and Responsibilities: Specific duties shall be assigned by the Director of Buildings and Grounds in cooperation with the building principal. Specific duties shall vary with each position in this job category and between school and non-school days. The Director of Buildings and Grounds or other administrators may assign temporary duties.

Generally, the night custodian shall:

1. Be responsible for cleaning all assigned areas.
2. Comply with all applicable safety standards.
3. Be responsible for daily maintenance of equipment.
4. Be responsible for securing the building, especially for its closing in the evening unless another individual has been so designated for a special event.
5. Be responsible for communicating, either verbally or in writing, with daytime maintenance staff about facility or equipment problems.
6. Be responsible for accommodating the department for other than routine duties when special needs or projects are required.
7. Perform any and all other duties prescribed by the Director of Buildings and Grounds, building principal, District Administrator or Board.

It is essential that the night custodian project a neat, personable, effective image when performing the duties of the position.

Evaluation: The Director of Buildings and Grounds shall complete a written evaluation on an annual basis. Input for these evaluations may be provided by the District Administrator and the building principal.

Terms of Employment: Contract provisions shall conform with the negotiated agreement between the Board and the Iola-Scandinavia Auxiliary Association (I-SAA).

CROSS REF: I-SAA Contract

APPROVED: May 14, 2001

REVISED: 02/14/2005