

AGUILA ELEMENTARY SCHOOL DISTRICT  
JOB TITLE: CUSTODIAN

<b>Position Type: Non-Exempt</b>	
<b>Salary Schedule: LEVEL 1</b>	<b>Reports to: Principal</b>
<b>Term of Employment: Operations Calendar</b>	<b>Approved by: Human Resources</b>
<b>FTE: TBD</b>	<b>Date: 07/26/2023</b>

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**POSITION SUMMARY:**

To maintain school buildings and systems to provide an excellent environment for school operations and to provide a clean, safe environment for students, staff and visitors.

*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.*

**ESSENTIAL FUNCTIONS:**

- Performs housekeeping of the area assigned and the immediate grounds, sidewalks and entry ways;
- Reports all items that need maintenance or repair immediately to the school principal;
- Completes established schedules and procedures for the regular, on-going custodial care of area assigned;
- Performs routine maintenance tasks which can easily be completed by one person, for example: replace bulbs, install/repair pencil sharpeners, adjust drinking fountains, repair doors, service custodial equipment, minor electrical and plumbing, etc.;
- Assists in the selecting of the custodial supplies and equipment to be used and maintains an appropriate inventory of them;
- Grounds maintenance as agreed upon with the Principal and Facilities Director;
- Operates vehicles in accordance with Arizona Highway Traffic Division regulations as well as Aguila Elementary School District policies and rules;
- Must maintain a home telephone or cell phone;
- Closes and locks all windows and doors in assigned area;
- Assists administration with athletic and activity events as assigned;
- The District reserves the right to amend this job description as necessary;
- Complies with all rules, regulations and policies of the Governing Board.
- Other duties as assigned.

**CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:**

- Maintains valid Arizona Drivers License;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

**EDUCATION AND/OR EXPERIENCE:**

- Experience and/or training in repair and maintenance of buildings and operating systems for buildings;
- Familiarity with small hand and power tools;
- Previous experience in an educational setting preferred.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED/PREFERRED:**

- To perform the job successfully, and individual must be able to perform each essential duty satisfactorily. The qualifications for this job description 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.
- **Computer skills** – Preferred competency in computer applications such as Word, Excel, Outlook, and typing.

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- **Communication Skills** – Speak, read and write in English. Ability to read and interpret general documents such as employee handbooks and safety/training manuals. Ability to write general correspondence and speak effectively with others.
- **Reasoning Ability** – Ability to interpret assortment of instructions furnished in variable forms. Ability to apply reason to research and solve moderately complex issues with little or no assistance.
- **Such alternatives to the above qualifications as the Board may find appropriate and acceptable.**
- **Physical Demands:** While performing the duties of this job, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

*The Aguila Elementary School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990. Aguila Elementary School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.*

Reviewed / agreed to by \_\_\_\_\_

Date \_\_\_\_\_

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