Northern California Conference

**Job Description**

**DATE:** July 1, 2017

**LOCATION:**

**STATUS:** Part-time/Regular

**REPORTS TO:** Principal

**Title:** School Janitor

**Wage/Salary:** $

**ERI Category:** 17

**Job Code: A** **Step: 2**

**SUMMARY:** Maintains facilities of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  School to maintain a neat and attractive appearance.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Supervises and trains student workers in the custodial area.
2. Maintains an adequate amount of cleaning supplies on hand and re-orders when necessary.
3. Reviews student time cards, on a bi-weekly basis, to make sure they are correct and complete. Signs time cards and submit them to the office.
4. Cleans classrooms, bathrooms, offices, etc.
5. Reports all needed repairs to the Principal.
6. Checks and locks all school doors.
7. Maintains a good supply of clean rags.
8. Reviews student work schedule on a periodic basis and make changes in assignments when necessary.
9. Miscellaneous related duties as assigned by the Principal.

**JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

**Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Previous janitorial and/or maintenance experience is required. Ability to recognize when an area or item needs cleaning, and an ability to receive and implement any recommendations or suggestions for change or improvement. Knowledge of, and appropriate use of, cleaning agents and equipment needed to clean school.

**Language Skills**

Has ability to read labels and understand written instructions on packaging. Must be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must be able to communicate clearly both verbally and in writing.

**Mathematical Skills**

Knowledge of basic math.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities**

Ability to relate pleasantly to all individuals at the school facility. Knowledge of operating a vacuum cleaner, rug cleaner, waxing machine, polisher, and similar equipment is essential.

**Physical Demands**

Must be able to spend long periods of time standing, walking, reading, stooping, kneeling, crouching, crawling. Ability to bend and reach over head. The employee must occasionally lift and/or move up to 40 pounds. Assistance should be requested when lifting requirements exceed 40 pounds.

**Work Environment**

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The noise level in the work environment is usually moderate. Position does not require travel, either local or out of the area. Overtime is never permitted without supervisor’s prior approval.

\* \* \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.