

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: April 11, 2017



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**Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignation                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other:  
                    This action request pertains to  Elementary (only)                       High School/District Wide

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**Date:**   April 5, 2017

**To:**        **John Rouse**  
                    Superintendent of Schools

**From:**     John P. Rouse  
**Title:**        Superintendent

**Subject:**   **Create Two Flex Custodian positions**

**Description:** Based on the feedback that was received during our recent special facilities committee meeting and the most recent special board meeting, the administration is recommending the addition of two new "flex" custodian positions.

**Financial Impact:** \$47,652 each (Total = \$95,302 including salary, fringe, and insurance) Impact Aid Funds

**Attachment(s):** None

**Superintendent Action:**    Approved  Denied     Deferred    Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: May 22, 2015

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**Custodian - Flex**

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**Summary of Functions**

*Flexes hours to perform duties necessary to create and maintain a safe and pleasant work environment and to present a positive image on behalf of the district for students, staff, parents and the general public using school facilities. Maintains buildings and grounds including related furnishings in a clean, safe, attractive, and supplied state so students, staff and the public are comfortable in using them. Keeps buildings and premises neat and clean at all times. Works during school breaks, including summer, to perform certain "deep cleaning" and minor maintenance which may be performed in tandem with other custodians and maintenance workers.*

**Essential Duties and Responsibilities**

- 1) Gyms – Cleans gyms after district extra usages such as after-school recreation, and before another usage comes in on an as needed basis; will be flexing hours to cover these events.
- 2) Grounds – Monitors condition of walks, parking areas, and lawn areas and removes trash and debris for disposal. During winter, shovels snow, sands sidewalks and other designated areas as appropriate. During summer, sets and operates water sprinklers on a regular basis to maintain lawn areas.
- 3) Floors – Keeps all floors in a clean and attractive condition and in a good state of preservation. Sweeps, mops, polishes and strips floors in rooms and halls. Vacuums, spot cleans and/or shampoos rugs, and carpets.
- 4) Sanitation - Cleans, sanitizes and disinfects restrooms, locker rooms, showers and drinking facilities. Empties waste receptacles, collects trash and debris for proper disposal.
- 5) Furniture/Equipment – Cleans equipment, furniture and work areas in all offices. Moves furniture, equipment, boxes and other items within buildings as required for various activities and as directed by supervisor.
- 6) Corridors – Cleans corridors daily or more often when their conditions require it.
- 7) Windows – Washes all windows on both the inside and outside on a scheduled basis and more frequently if necessary.
- 8) Environment – Investigates complaints about heat, ventilation, and air conditioning system and informs Maintenance Department so corrective measures will be implemented.

- 9) Building Security – Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy. Assumes responsibility for the opening and closing of the building each school day and for determining before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
- 10) Minor Maintenance – Makes minor building and furniture repairs and adjustments. Reports major repairs to supervisor or appropriate personnel. Reports immediately to the supervisor or designated personnel any damage to school property.
- 11) Hazardous Materials – Complies with local laws and procedures for the storage and disposal of trash, rubbish and other waste.
- 12) Supplies – Keeps an inventory of all supplies, equipment and fuel on hand. Stocks areas with appropriate supplies. Orders additional supplies as needed. Maintains custodial storeroom in an organized, clean, and stocked condition including tools appropriate to the work.
- 13) Working Hours – Scheduled according to needs of each building and/or program. Schedule may vary to provide least disruption during peak usage of the building. Unless otherwise scheduled, remains on the school premises (a) during school hours, and (b) during non-school hours when the use of the building has been authorized and extended work hours have been approved.
- 14) Training - Attends training as required by supervisor. Must complete Right-To-Know training in chemicals and hazardous materials at first date offered by district following hiring.
- 15) Other – Performs such other functions as may be necessary to the work of the office.

### **Organizational Relationships**

Supervised by and reports to the Director of Facilities, but works under and is directed by the building administrator on a day to day basis.

### **Qualifications**

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- High school diploma or equivalent.
- Good communication and organization skills.
- Knowledge of the various types of cleaning chemicals and agents and their mixing requirements.

- ❑ Ability to read, write and perform simple math.
- ❑ Ability to work with others and without close supervision.
- ❑ Willing to work shifts that may rotate between day, afternoon, and evening on a periodic basis and split shifts, such as two hours in the morning and six hours in the evening.
- ❑ Physical ability to: stand for prolonged periods; walk short distances; stoop, bend and twist frequently; climb ladders and work at heights; reach above shoulder height; exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects; work outdoors during all types of weather.
- ❑ Good work habits.

**Desirable Qualifications** – Previous successful custodial experience.

**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 information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.