

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: CUSTODIAL/MAINTENANCE/SUPPLY
TITLE: CUSTODIAN/COURIER
CALENDAR: CUSTODIAN/COURIER
SALARY: GRADE 9

Effective July 1, 2006, a post-offer physical and drug screening test is required for this position

Job Goal Maintain a clean and attractive physical plant and ensuring prompt, efficient pick up and delivery of materials to district sites and related service areas

Minimum Qualifications:

- Ability to read and write English as it pertains to job functions
- Previous custodial and driving experience desired
- Valid AZ driver's license with appropriate commercial driver's license
- Satisfactory criminal background check

Core Job Functions:

- Sweep, dust, vacuum, scrub
- Perform general grounds maintenance
- Wax and polish the floors
- Wash windows, walls, woodwork and equipment
- Empty trash receptacles
- Perform minor repairs
- Move furniture and equipment based upon the needs of the facility
- Replace light bulbs and performing minor maintenance
- Prepare maintenance work orders and purchase orders
- Perform courier duties, including deliveries of custodial and specialty items as needed
- Assist in maintaining inventory of supply items and capital outlay
- Be flexible and perform other duties safely relating to general job function as assigned by supervisor
- Report safety/security hazards and needs for major repairs in an expeditious manner
- Open and secure building/facility
- Handle emergency custodial duties for staff
- Follow district policies as outlined

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students

- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Heavy Work

- Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job.
- Employee must be able to stand and walk constantly on various floor surfaces while performing various duties, including but not limited to using push/pull force of up to 50 pounds for various machines.
- Employee must stand constantly and walk frequently lifting items of various sizes, up to 30 pounds. Items over 50 pounds require a second staff member to lift.
- Employee may rarely be required to climb ladders to perform various cleaning or maintenance tasks.
- Employees may be subject to travel, fumes, odors, chemicals, bloodborne pathogens, workspace restrictions, and loud noises.
- 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.