



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Custodian

Reports to: Custodial Supervisor and Building Lead Custodian

Purposes and Objectives of the Position:

The Custodian is an essential employee and provides a safe, attractive, comfortable and clean environment to ensure full and productive use of district facilities. To accomplish these tasks the Custodian must work closely with the staff and administration of USD469.

Qualifications:

- High School diploma or equivalent
- Ability to read chemical labels

General Duties and Requirements:

- Work independently.
- Punctuality and ability to meet strict deadlines.
- Maintain a high standard of safety, cleanliness and efficiency in all aspects of the job.
- Work overtime when emergencies arise in order to prevent disruption to the schools.
- Respond to information requests in a cooperative, courteous and timely manner.
- Keep information and records confidential.
- Implement and follow all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
- Perform other duties and assume other responsibilities assigned by the Custodial Supervisor or other administrative staff.

Essential Functions:

- Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms and restocking paper and soap supplies.
- Performs routine maintenance to custodial equipment and supplies.
- Empties trash receptacles, disposes trash into compactors and / or dumpsters, and bags trash for proper disposal. Policies grounds for trash and debris.
- Unlocks doors, ensuring doors are locked after cleaning areas.
- Reports needs and concerns to appropriate staff.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Assists in on-the-job training of new staff on routine procedures.
- Supports set-ups and clean-ups for outside stadium facilities events as appropriate to the building.
- Performs cleaning functions specific to the assigned facilities and / or based on seasonal / project requirements.
- Assists with moving furniture and setting up for events.
- Provides snow removal during inclement weather.
- Perform other duties as assigned.

Physical Requirements / Environmental Conditions:

- Work in multiple settings and travel to alternative locations
- Work in noisy and crowded environments
- Work indoors and outdoors, year-round
- Work in / around dust, fumes and odors
- Operate a variety of district vehicles
- Good physical agility which requires the following:
 - Frequent bending
 - Getting up / down from floor
 - Crawling
 - Bending
 - Stooping
 - Turning
 - Climbing
 - Balancing
 - Sitting
 - Standing
 - Walking
 - Kneeling
 - Reaching
- Physical exertion to manually move, lift, carry, pull or push heavy objects or materials up to 50 pounds, push up to 80 pounds and pull up to 125 pounds.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.