

Arlington School District No. 16
Job Description

JOB TITLE: Custodian/Courier/Warehouse

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| CLASSIFICATION: | Classified |
| LOCATION: | District |
| REPORTS TO: | Director of Support Services |
| HOURS: | Depends on need |
| SALARY: | Per PSE Schedule A |

SUMMARY: The Courier/Custodian/Warehouse delivery employee will be responsible for the safe, accurate and efficient receipt and distribution of in-district communications, equipment, and supplies. Custodial responsibilities are part of this position at the Warehouse site.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Receive, prepare, and deliver all in-district communications, all supplies, materials and equipment to appropriate sites
- Maintain custodial warehouse and deliver custodial supplies to locations as requested
- Work cooperatively with the Support Services Administrative Assistant to assure all equipment is properly and accurately inventoried and tagged
- Help prepare individual site orders for delivery
- Coordinate and schedule deliveries - incoming and outgoing
- Maintain necessary reports and logs of equipment and facilities
- Maintain custodial office and supply rooms in a neat, orderly, and safe condition and ensures that all equipment is cleaned and properly stored at the end of each work shift
- Safely use and maintain power equipment and hand tools (i.e., broom, mop, squeegee, buffer, polisher, carpet machine, auto scrubber, power washer and vacuum) required in the cleaning and general maintenance of building, including floors, walls, carpets, and furniture
- Clean and sanitize toilets, sinks, shower rooms and fixtures, and refill all dispensers in building
- Consistently and properly use personal protective equipment (PPE) appropriate to the work being done
- Empty and clean wastebaskets and trash containers
- Perform floor stripping, waxing, sealing, carpet cleaning, maintenance, and spot removal
- Notify management concerning issues and concerns with outside facility users
- Maintain an inventory of supplies and equipment on hand and requisitions needed
- Demonstrate professionalism through conduct, punctuality, and minimal absences
- Maintain a commitment to quality customer service
- Maintain punctual and regular attendance
- Establish and maintain effective and harmonious relationships with staff, administrators and the public, including outside facility users
- Observe strict confidentiality regarding student and personnel information
- Safely operate district vehicles

- Other duties may be assigned by the Director of Support Services to accommodate the efficient operation of the department

QUALIFICATION REQUIREMENTS: *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.*

EDUCATION and/or EXPERIENCE:

Minimum requirement is high school diploma or equivalent and successful employment experience in inventory, customer service, or custodial positions

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State driver's license and CPR/First Aid card.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to administration, staff and students.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Knowledge of equipment, materials and tools associated with operating light equipment and tools for routine building and grounds maintenance
- Perform strenuous physical labor in all kinds of weather
- Ability to read, understand and follow safety rules and regulations
- Ability to operate power tools and hand tools
- Ability to work independently and to communicate proactively
- Knowledge of painting and wood preservation methods

PHYSICAL DEMANDS: *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.*

While performing the duties of this job, the employee is regularly required to walk and stand on concrete floors for extended periods of time, use the hands to handle, finger, or feel objects, tools, or controls, reach with hands and arms, climb or balance, stoop, kneel, or crouch. The employee must frequently lift and/or move up to 50 pounds, such as cleaning supplies, pails, and unloading trucks, and occasionally lift and/or move up to 90 pounds such as furniture. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment conditions 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.*

Environmental conditions may include working in the open air without heat, working with steaming food carts and may be occasionally be exposed to vehicle exhaust in the open air. Typically, the noise level in the work environment is moderate.

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

June 2018