Job Title: Custodial Liaison

Job Summary:
Under the direction and supervision of the Director of Custodial Services or designee, the Custodial Liaison will maintain the building to meet safety and health standards as determined by district policy and by state and federal laws. Additionally, they will be responsible for acting as a liaison between the principals, custodians, and the Director of Custodial Services.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Directs the work of custodians and head custodians and assists the building principals and Director of Custodial Services in selecting custodians.
- Effectively recommends the retention, promotion or transfer of custodians. Monitors and collects documentation associated with the aforementioned.
- Responsible for building condition, security and safety.
- Assists the Director of Custodial Services, Building Principal and the Human Resource Director in the hiring and evaluating of custodial staff within the building.
- Evaluates the work of the custodial and substitute custodial staff on a regular basis or as necessary.
- Assists the Director of Custodial Services in the selection, scheduling and training of members of his/her custodial staff.
- Monitors the time records of all custodial staff in the school.
- Conducts weekly and/or monthly inspections (playground, eye wash station and building inspection etc.).
- Strives constantly to promote the safety, health and comfort of the students and employees.
- Becomes familiar with all materials and equipment used in maintenance of building and grounds.
- Maintains district equipment to be operational at all times.
- Orders and maintains an inventory and recommends purchases of suitable supplies, tools and equipment.
- Coordinates building needs with other district programs and other outside agencies through the Director of Custodial Services, Building Principal and the Human Resource Director.
- Routinely checks buildings and equipment to insure proper maintenance and safety; informs the Maintenance Supervisor of any deficiencies.
- Cleans and maintains in proper condition all areas of responsibility to the acceptable level of sanitation and safety.
- Required to perform all duties of a Day/Swing custodian.
- Maintains essential files, records and historical documents both manually and electronically.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
• Requires the use of multiple communication systems, such as electronic mail and computers.
• Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
• The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
• Professionally interact with colleagues, members of the public, and students.
• Comply with all District policies and all applicable laws.
• Perform special assignments and other duties as assigned or required by the supervisor.

**Essential Physical Demands:**
This list of essential physical demands is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following demands:

• Must be in good physical health, capable of lifting up to 50lbs, working at various heights, and perform various types of physical labor for an 8 hour shift.
• Maintain the ability to stand, reach, lift, bend, kneel, stoop, climb, push, pull, and lift items weighing 50lbs or less. Stand or walk 95 percent of the workday.
• Job requires frequent squatting, bending, stooping or twisting at the neck and trunk while performing the essential job functions.
• Required to stand and walk, use hands and fingers to handle or feel objects, and be able to hear or talk to others.
• Must be able to climb and carry ladders.
• Must be able to work in adverse weather conditions.
• Health and physical stamina to stand on feet for extended periods of time.
• Ability to work quickly and accurately in a fast paced environment.

**Desired Skills:**
• Four years of Lead Custodial experience preferred.
• Knowledge of heating, plumbing, and electricity.
• Knowledge of painting, repair, and maintenance to irrigation system.
• Must be able to operate tools, power or hand, that are related to performing any of the essential job functions.
• Must have a basic understanding of general building maintenance.
• Working knowledge of district-adopted software, including Microsoft Office.
• Ability to utilize electronic communication systems.
• Must be pleasant, cooperative, and able to work with students, teaching staff, co-workers, and the public.
• Demonstrates ability to communicate clearly and effectively in both oral and written communication.
• Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
• Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
• Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
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- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
- Demonstrates ability to relate and work effectively with staff and community.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
- Ability to lift objects weighing up to 70 pounds.
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

Minimum Qualifications:
- High School diploma or equivalent (documentation required at time of application)
- Required to have a valid First Aid card including CPR and training for HIV/AIDS procedures.
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
- Valid Washington State driver’s license or evidence of mobility.
- Proof of Immunization (if born 1/1/57 or later).
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
- Completion of all district-required trainings within thirty (30) calendar days from hire date.

Work Environment:
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:
The Custodial Liaison shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement and the Director of Custodial Services. The process shall include an evaluation of the employee’s performance of the above essential job functions, essential physical demands, and desired skills.

Classification History:
Job description developed: June 2015 mmr
Job description revised: October 2017 lme

East Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/ADA/Civil Rights Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 grescht@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.