

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE _____
 LAST REVISION DATE March, 2000
 BAND & GRADE A-1-2-2

POSITION TITLE Pool Custodian
 IMMEDIATE SUPERVISOR Custodial Manager

Job Summary (Basic Purpose of Position)

To ensure cleanliness, safety and security of pool area and assigned unit. To maintain a pleasant environment for faculty, staff, students and public.

SUPERVISOR _____ EMPLOYEE _____
 Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 PERFORMS ROUTINE CLEANING TASKS 1.01 Cleans and disinfects restrooms. 1.02 Thoroughly cleans classrooms and offices using standard cleaning procedures. 1.03 Cleans corridor and entryway. 1.04 Cleans and restores gymnasium floor. 1.05 Clean and disinfect locker rooms. 1.06 Vacuums 1.07 Sets up and cleans for athletic programs and special events. 1.08 Relamps light fixtures. 1.09 Adjusts hours to comply with scheduled events. 1.10 Performs minor maintenance. 1.11 Reports observed maintenance irregularities. 1.12 Contributes constructive information to substitutes.	A1	50D		KNOWLEDGE: 1. Applicable district policies. 2. Proper use of cleaning chemicals and neutralizers. 3. School facilities and schedules. 4. Limited plumbing, electrical and heating theory. 5. Various equipment used. 6. Various floor problems and restorative cleaning techniques. 7. Painting techniques. 8. Pool repair techniques. 9. Pool chemicals. ABILITY: 1. Cooperate with others. 2. Analyze cleaning problems. 3. Relate effectively and communicate. 4. Establish a workable communication for reporting pool problems. 5. Promote good public relations between the custodial department, administration and the public.	1.01 Restrooms were cleaned and disinfected daily. 1.02 Classrooms and offices were cleaned and desks were straightened. 1.03 Corridors and entryways were cleaned. Glass was free of spots and graffitti was removed. 1.04 Floor is swept daily. Tape and marks were removed. 1.05 Locker rooms were cleaned and supplies re-stocked. 1.06 Carpets and entry mats were vacuumed properly. 1.07 Facilities were set up as requested and cleaned in time to allow routine school activities to continue. 1.08 Light fixtures have working bulbs in them. 1.09 Hours are adjusted to adequately cover all events scheduled. 1.10 Minor repairs were completed to the satisfaction of the supervisor. 1.11 Irregularities were reported in a timely manner. 1.12 Substitutes were communicated with appropriately.

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<p>2.00 PERFORMS ROUTINE MAINTENANCE CHECKS AND CLEANING OF POOL AREA</p> <p>2.01 Maintain and record water conditions and the use of sanitizers for continuous chemical treatment and effectiveness.</p> <p>2.02 Clean pool filters.</p> <p>2.03 Clean and disinfect locker rooms and pool deck.</p> <p>2.04 Vacuum pool as required.</p> <p>2.05 Secure unit and building at end of shift.</p> <p>2.06 Pool area is inspected daily and kept free of debris and slippery substances.</p>	A1	20D D W D D D D		<p>6. Obtain pool licensure.</p> <p>7. Observe and educate regarding unsafe conditions.</p> <p>SKILLS:</p> <p>1. Operate various cleaning machines.</p> <p>2. Use small tools, ladders and lifts.</p> <p>3. Painting</p> <p>4. Applying pool chemicals.</p> <p>5. Apply technics of pool equipment.</p>	<p>2.01 Pool was chemically treated and mechanically cleaned. All tests were taken as prescribed.</p> <p>2.02 Pool filters were cleaned weekly.</p> <p>2.03 Locker rooms were cleaned and disinfected properly.</p> <p>2.04 Pool bottom was vacuumed weekly or as required.</p> <p>2.05 Building was secured as planned.</p> <p>2.06 Pool was inspected daily and all areas were free of obstacles and slippery substances.</p>
<p>3.00 PERFORMS SUMMER CLEANING DUTIES</p> <p>3.01 Refinish all hard surface floors.</p> <p>3.02 Shampoo carpet areas.</p> <p>3.03 Refinish gymnasium floors</p> <p>3.04 Classrooms, offices, restrooms and corridor areas are thoroughly cleaned.</p> <p>3.05 Assist with moving furniture and supplies between buildings and classrooms.</p> <p>3.06 Paint lockers, walls, ceilings and floors where needed.</p>	A1	20D D D D D W D			<p>3.01 All hard surface floors were stripped or shower scrubbed and new finish applied.</p> <p>3.02 Carpets were shampooed and are spot free.</p> <p>3.03 Gymnasium floors were cleaned and refinished to provide a smooth playing surface.</p> <p>3.04 All areas were cleaned appropriately and in a timely manner.</p> <p>3.05 Furniture and supplies were moved appropriately and in a timely manner.</p> <p>3.06 Painting is completed in assigned areas.</p>
<p>4.00 COMPLIES WITH DISTRICT AND DEPARTMENT PROCEDURES</p> <p>4.01 Attends mandatory training sessions.</p> <p>4.02 Follows chain of command in organization.</p> <p>4.03 Required paperwork is completed on time.</p> <p>4.04 Uses safe procedures and practices as assigned.</p> <p>4.05 Other duties as assigned.</p>	A1	10D M D D D			<p>4.01 All mandatory training sessions were attended.</p> <p>4.02 Chain of command was followed.</p> <p>4.03 Paperwork was completed accurately and on time.</p> <p>4.04 Safety procedures were followed.</p> <p>4.05 Other duties were performed to the satisfaction of the supervisor.</p>