



Job Title: Custodian

Department: Facilities

Reports To: Building and Grounds Site Supervisor

Grade: MT-03

- 5% shift differential working 2:30 to 11:00 pm (subject to yearly board approval)
- 10% shift differential working from 11:00 pm to 7:30 am (subject to yearly board approval)

Number of Days: 12 Months

Security Access: Building site

Overtime Status: Non-Exempt

Last Revised Date: August 20, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Responsible for cleaning and maintaining the entire facility using the proper chemicals, equipment and techniques. He/she may be required to fill in for the Building and Grounds Site Supervisor (BGSS) in his/her absence. He/she will report any unsafe conditions and/or maintenance needs to the BGSS and supervisors.

Minimum Qualifications:

- High school diploma or equivalent preferred
- Good interpersonal and communication skills

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Dumping trash
- Climbing ladders
- Cleaning windows
- Lift up to 50+ pounds with assistance
- Moving furniture
- Operate custodial equipment
- Locking the doors at specified times
- Taking down the flag
- Securing all buildings
- Cleaning the classrooms (i.e., empty the pencil sharpeners, empty the trash, dust, replace burned out lights, clean desk/tables, clean sinks, fill dispensers if applicable, clean the chalkboard, sweep/vacuum the floor, mop, secure the windows and lock the doors)
- Cleaning the restrooms (i.e., fill dispensers, empty all trash, clean and disinfect sinks and fixtures, clean and disinfect stools and urinals, clean mirrors, clean and disinfect walls and stalls, check ceiling for paper towels and other objects, replace burned out lights, sweep and flood mop floors)
- Cleaning the gyms and locker rooms using proper procedures
- Cleaning the main office and nurse's station using proper procedures
- Cleaning the cafeteria and/or kitchen using proper procedures
- Cleaning the auditorium using proper procedures
- Cleaning the drinking fountains and hand washing sinks
- Sweep, mop and buffing the hallways using proper procedures
- Assisting the Building and Grounds Site Supervisor in summer clean-up and special cleaning projects as needed
- Ability to work collaboratively with others on a team
- Other duties as assigned by the Building and Grounds Site Supervisor, principal and/or designee

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Able to lift up to 35 pounds
- Able to tolerate noise, movement, and a fast-paced environment
- Able to tolerate cleaning supplies and odors associated with these cleaning agents

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's Talent Management department at 918-746-6310, or the district's Human Rights and Title IX Coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.