

AXTELL COMMUNITY SCHOOL
P.O. Box 97
Axtell, NE 68924
(308) 743-2414

June 2007

Application for position of Assistant Custodian for (check one) _____ 8- hour position, _____ 4-hour position

PERSONAL INFORMATION

Name _____ Social Security No. _____
Home Address _____ Home Telephone _____
_____ Business Address _____ Business Phone _____

CURRENT EMPLOYMENT

Job Title _____ Wages / Salary _____
Employer _____ Address or Location _____
Type of Work Currently Done _____

EDUCATIONAL PREPARATION

Highest Degree Earned _____

School Name & Location	Month/Year Attended	Major area or Degree of Study
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Would you be willing to become qualified to drive a school bus as a substitute driver?

Being a custodian for the Axtell Community School would require, from time to time, assigned duties outside the regular scheduled hours. Do you have home or other work obligations which might interfere with your accepting any assignment outside of regular scheduled hours? If yes, please explain.

SUMMARY OF EXPERIENCE

Name & Address of Employer	Dates	Job Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES

Please list the names of four persons (supervisors, employers, etc.) who are most knowledgeable of your work and qualifications.

Name _____	Position _____
Address _____	Telephone _____
Name _____	Position _____
Address _____	Telephone _____
Name _____	Position _____
Address _____	Telephone _____
Name _____	Position _____
Address _____	Telephone _____

Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society in general and which is contrary to the accepted rule of right and duty between persons, including but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude?

Yes _____ No _____

Misrepresentation or will-full omissions may be sufficient cause for disqualification of this application or termination of employment. I hereby authorize Axtell Community School to conduct work history, personal reference, or background check inquiries to determine my acceptability for employment.

_____ Applicant Signature	_____ Date Signed
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Return to: Superintendent of Schools
Axtell Community School
P.O. Box 97
Axtell, NE 68924

JOB DESCRIPTION

ASSISTANT CUSTODIAN DUTIES And WORK SCHEDULE

Assistant custodians are directly responsible to the head custodian. All duties will be assigned by the head custodian with the approval of the superintendent.

1. Duties include but are not limited to: vacuuming, sweeping, dusting, emptying trash, mopping and striping floors, waxing and buffing floors, cleaning windows, cleaning furniture, cleaning sinks and restrooms.
2. Some equipment work, lifting up to 50 pounds, outside lawn work (mowing, clipping), and some maintenance work may be assigned.
3. Other specific tasks at the discretion of the Head Custodian, building principal and/or superintendent.
4. The Assistant Custodian is expected to comply with all policies established by the Board of Education and all regulations established by the school administration.
5. Hours during the school year: 1:30 p.m. to 10:00 p.m. with ½ hour (unpaid) for lunch. Schedule is subject to change by head custodian.
6. Hours during the summer and other days when school is not in session: 7:00 a.m. to 3:30 p.m. with ½ hour (unpaid) for lunch. Schedule is subject to change by head custodian.
7. Clean-up after activities and home games will extend the work day. Hours over 40 in a week will be paid as overtime. Clean-up after activities is assigned by the head custodian.

PROBATIONARY PERIOD

The Assistant Custodian will have a 30-day probationary period. If the Assistant Custodian chooses to take single health insurance, health insurance coverage will begin in accordance with the group health insurance plan. All other benefits will begin following the 30-day probationary period.

BENEFITS

Benefits for the Assistant Custodian position:

1. Choice of single health insurance or additional wages for the full time (8-hour) position. Single health insurance is not available for the half time (4-hour) position.
2. Five (5) paid sick days per year accumulated to thirty (30) days in accordance with Full Time Equivalency (five 8-hour days of sick leave for full time, or five 4-hour days of sick leave for half time).
3. Ten (10) paid vacation days per year in accordance with Full Time Equivalency. During the first year of employment, vacation days are accrued 1 day per month. Vacation leave does not accumulate.
4. Six (6) paid holidays per year in accordance with Full Time Equivalency.
5. Two (2) paid days of personal leave in accordance with Full Time Equivalency. Personal leave does not accumulate.

Axtell Community Schools Custodian Job Description

It is the policy of Axtell Community Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

*** This Job Description is in addition to and supplements
the Master Classified Job Description***

- A. Job Title:** Custodian

- B. Department:** Custodial/Maintenance

- C. Education Level and Certification:** High school degree or GED. Custodial and maintenance experience preferred. Must maintain at all times during employment an unrestricted motor vehicle operator's license and a satisfactory driving record that meets requirements of Board policy.

- D. Reports To:** Head Custodian.

- E. Performance Responsibilities and Job Tasks**
 - 1. Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
 - 2. Service, clean, and supply restrooms.
 - 3. Gather and empty trash.
 - 4. Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
 - 5. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
 - 6. Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
 - 7. Strip, seal, finish, and polish floors.
 - 8. Notify supervisors concerning the need for major repairs or additions to building operating systems.
 - 9. Requisition supplies and equipment needed for cleaning and maintenance duties.
 - 10. Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
 - 11. Steam-clean or shampoo carpets.
 - 12. Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets, meetings, assemblies, athletic events, and plays.
 - 13. Clean and polish furniture and fixtures.
 - 14. Dust furniture, walls, machines, and equipment.

15. Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
16. Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals.
17. Clean equipment, such as glassware and metal instruments, using solvents, brushes, rags, and power cleaning equipment.
18. Spray insecticides and fumigants to prevent insect and rodent infestation.
19. Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
20. Drive vehicles to perform or travel to cleaning work, including vans, industrial trucks, or industrial vacuum cleaners.
21. Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
22. Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.

F. Work Activities

The Custodian is to perform the following work activities:

1. Inspecting Equipment, Structures, or Material—Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects. This includes inspecting facilities to determine repair or replacement needs.
2. Performing General Physical Activities—Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. This includes applying cleaning solvents, arranging decorations or furniture for banquets or social functions, cleaning or waxing floors, cleaning rooms or work areas, maintaining physical building or grounds of property, moving or fitting heavy objects, painting walls or other structural surfaces.
3. Handling and Moving Objects—Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things. This includes: mixing paint, ingredients, or chemicals, according to specifications; removing stains from fabric or carpet; sterilizing or cleaning laboratory or healthcare equipment; using building materials for routine building maintenance; using herbicides, fertilizers, pesticides or related products; using portable hand spray equipment.

G. Working Conditions

1. Inside offices and throughout the school building.
2. Exposure to weather conditions.
3. Exposure to chemicals and solvents.

H. At-Will Position. This position is an “at-will” position and may be terminated, with or without cause, at any time in the sole discretion of the Superintendent or Superintendent’s designee.

Physical Requirements Custodian		Item is not a requirement of the job NE	Occasional – up to 33% of time NE	Occasional/Essential – up to 33% of time, absolutely essential to the job E	Frequent – between 34% – 66% E	Continuous – over 66% of time E
E = Essential						
NE = Non-Essential						
Stamina						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running		X			
Flexibility						
5.	Bending or twisting at the neck more than the average person			X		
6.	Bending or twisting at the trunk more than the average person			X		
7.	Squatting/Stooping/Kneeling			X		
8.	Reaching above the head			X		
9.	Reaching forward			X		
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)			X		
Activities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)			X		
12.	Hand/grip strength			X		
13.	Driving on the job		X			
14.	Typing non-stop	X				
Use of Arms and Hands						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)			X		
16.	Finger dexterity (typing or putting a nut on a bolt)			X		
Lifting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder				X	
	Shoulder to overhead			X		
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist				X	
	Waist to shoulder				X	
	Shoulder to overhead		X			
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder		X			
	Shoulder to overhead		X			
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?		X			
Pushing/Pulling						
23.	25 to 50 pounds			X		
24.	51 to 75 pounds			X		
25.	76 to 90 pounds		X			
26.	Over 90 pounds		X			
Carrying						
27.	10 to 25 pounds			X		
28.	26 to 50 pounds			X		
29.	51 to 75 pounds		X			
30.	76 to 90 pounds		X			
31.	Over 90 pounds		X			