

**HANDBOOK**

**FOR**

**CUSTODIAL & MAINTENANCE**

**STAFF**



Revised on 5/14/2020

This handbook is not a contract, expressed or implied. Custodial and maintenance staff are subject to Board of Education policies, administrative bulletins, directives, the Collective Bargaining Agreement, District Employee Handbook, and individual letters of assignment directives. The contents of this handbook are subject to change at any time at the sole discretion of management.

An electronic copy of this handbook can be found on the Cedar Falls Schools District Website – [please refer to District Employee Handbooks.](#)

## ABOUT THIS HANDBOOK

This handbook contains a number of policies, procedures, guidelines and summary information that govern the employment relationship between Cedar Falls Community School District and its employees. **It is not a contract.** All employees (except licensed teachers and administrators) are hired on an at-will basis; employment is for no specific length of time; either the employee or the employer has the right to terminate the relationship at any time, nothing in the handbook should be construed as a contract or a guarantee of future employment.

This handbook is an evolving document. The policies, practices and procedures stated in this handbook are subject to change at the sole discretion of the District, at any time and without notice. They are not intended to be all inclusive. There may be situations that arise that are not covered, either directly or indirectly, by these policies, practices or procedures. Such instances will be addressed on a case-by-case basis and will not be considered precedent setting. Employees are encouraged to consult Board Policies Series 400 available on the website <http://www.cfschools.org/school-board/policies> which also addresses the employment relationship.

This handbook supersedes and replaces all prior department handbooks and policy manuals of the District unless specifically indicated otherwise. You may receive notice that changes have been made from time to time. The most current version of the handbook will be accessible on the District website under the Staff Resources tab <http://www.cfschools.org/staff/resources/handbooks>. Supervisors, managers and administrators are expected to fulfill their duties and responsibilities in accordance with the policies established by the Board. If an employee believes a policy has been disregarded or incorrectly interpreted or applied, s/he should discuss the matter with his/her immediate supervisor and/or contact Human Resources. When a subject in the handbook is also covered by a collective bargaining agreement, the provisions of the collective bargaining agreement shall apply to those employees in the relevant bargaining unit.

**NOTE:** *Section headings which include a number in parenthesis are policies which have been adopted by the District Board of Directors. All other entries are practices, procedures and expectations established by the administration.*

**CEDAR FALLS COMMUNITY SCHOOLS  
1002 WEST FIRST STREET  
CEDAR FALLS IA 50613**

TABLE OF CONTENTS

	<u>PAGE</u>
I. EMPLOYMENT	
A. WORKING HOURS AND BUILDING ASSIGNMENTS	7
• The Basic Work Week	
• All Day Custodians and Maintenance Staff	
• Night Cleaning Custodians	
• Lunch and Break Times	
• Professional Development Days	
• Summer Work Schedule Hours	
• Change To Shift Times	
• Call Backs	
• Overtime	
• Overtime Scheduling Procedure	
• Snow Days	
• Building Checks	
• Multiple Building Assignments	
• Absence	
• Vacations and Holidays	
• Leaves Of Absence	
• Sick Leave Bank	
• Family and Medical Leave Act	
B. FILLING VACANCIES	10
• Selection For Employment and Assignments	
C. EVALUATION & PERFORMANCE	10
• Evaluation	
• Employees At Will	
• New Employees	
• Addressing Performance and Other Concerns	
• Conduct	
• Dishonesty	
• Notification Of Arrest	
• Electronic Communications	
• Employee Use Of Social Media	
• Workplace Inspections	
• Uniforms	

D. HEALTH AND SAFETY		11
• Physical Examinations		
• Accident Reporting		
• Employee Insurance Program		
• Substance Use and Abuse		
• Drug and Alcohol-Free Workplace		
• Drug and Alcohol Testing		
• Personal Protective Equipment		
E. EMPLOYEE RELATIONS		12
• Harassment		
• Equal Employment Opportunity/Affirmative Action		
• Violence In The Work Place		
F. NON-LICENSED EMPLOYEE REDUCTION IN FORCE		26
II. SUPERVISORY		
A. SUPERVISION OF CUSTODIANS		27
B. SUPERVISION OF MAINTENANCE PERSONNEL		27
III. JOB DESCRIPTIONS		28
EMPLOYEE EVALUATION FORM	APPENDIX	A
APPLICATION PROCEDURES FOR INTERNAL CANDIDATES	APPENDIX	B

**Chief Financial Officer**

Denelle Gonnerman  
553-3000

**Director of Human Resources**

Adrian Talbot  
553-2428

**Manager of Custodial Services-Secondary**

Josh Arends  
553-2464

**Director of Buildings & Grounds**

Rick Gersema  
553-2452 or 553-2454

**Maintenance Secretary**

Kathy Kofron  
553-2452

**Manager of Custodial Services-Elementary**

Laurie Speer  
553-2456

**School Names, Addresses & Phone Numbers**

**Senior High School**

Office  
Custodial Office

**1015 Division St.**

553-2500  
553-1233

**Peet Jr. High School**

Office  
Custodial Office

**525 East Seerley Blvd.**

553-2710  
553-1545

**Holmes Jr. High School**

Office  
Custodial Office

**505 Holmes Dr.**

553-2560  
553-1416

**Aldrich Elementary**

Office  
Custodial Office

**2525 Ashworth Dr.**

553-3020  
553-2219

**Cedar Heights Elementary**

Office  
Custodial Office

**2417 Rainbow Dr.**

553-2855  
553-1611

**Hansen Elementary**

Office  
Custodial Office

**616 Holmes Dr.**

553-2775  
553-1716

**Lincoln Elementary**

Office  
Custodial Office

**321 W. 8<sup>th</sup> St.**

553-2950  
553-1815

**North Cedar Elementary**

Office  
Custodial Office

**2419 Fern Ave.**

553-2837  
553-1921

**Orchard Hill Elementary**

Office

Custodial Office

**3909 Rownd St.**

553-2465

553-2022

**Southdale Elementary**

Office

Custodial Office

**627 Orchard Dr.**

553-2900

553-2140

**Educational Support Center**

TAP Office

ALT Program Office

ITS Office

**3809 Cedar Heights Dr.**

553-2477

553-3009

553-2568

# I. EMPLOYMENT

## A. WORKING HOURS AND BUILDING ASSIGNMENTS

**The Basic Work Week:** [Refer to Maintenance and Custodial Staff Only - "Hours – Basic Standard Work Week" in the District Employee Handbook.](#)

**Work Schedules:** [Refer to Maintenance and Custodial Staff Only - "Hours – Work Schedules" in the District Employee Handbook.](#)

**Lunch and Break Times:** [Refer to Maintenance and Custodial Staff Only - "Hours – Lunch/Meal Period and Breaks" in the District Employee Handbook.](#)

### Work Schedule When School Is In Session

STAFF	START	LUNCH	END
Laundry	6:00 a.m.	30 minute unpaid	2:30 p.m.
Custodians Staff - 1 <sup>st</sup> Shift	7:00 a.m.	Paid Lunch	3:00 p.m.
Maintenance Staff - 1 <sup>st</sup> Shift	7:00 a.m.	30 minute unpaid	3:30 p.m.
Cust/Maint Staff - 2 <sup>nd</sup> Shift	3:00 p.m.	Paid Lunch	11:00 p.m.

**Professional Development Days:** All staff will be expected to report for work on days when the students are not in attendance due to Professional Development Days.

Schedules may be changed for building custodians if activities are scheduled in their buildings the evening of the Professional Development Day. These changes may be made by the Head Custodian or the Manager(s) of Custodial Services to accommodate these activities.

**Summer Work Schedule Hours:** Will begin at 7:00 A.M. with one-half hour unpaid lunch break and the day ending at 3:30 P.M. With the exception of emergencies and overtime, special arrangements must be made and approved by Manager(s) for any change in this schedule.

### Work Schedule When School Is Not In Session

STAFF	START	LUNCH	END
All Staff	7:00 a.m.	30 minute unpaid	3:30 p.m.

**Change to Shift Time:** Schedule changes for custodians may be made by the Head Custodian or Manager(s) to accommodate certain building functions. Maintenance Staff schedules may be changed by the Supervisor of Buildings and Ground or the Manager(s) of Custodial Services.

**Call Backs:** [Refer to Maintenance and Custodial Staff Only - "Hours – Basic Standard Work Week" in the District Employee Handbook.](#)

**Overtime:** This work must have prior supervisory or building principal approval. Failure to obtain approval may result in disciplinary action. [Refer to Teamsters Collective Bargaining Agreement.](#)

**Overtime Scheduling Procedure:** Events occur at district buildings during the normal operation of any given year which need custodial staff to be present. When such instances call for overtime, the preferred arrangement is for the custodian in the building where the event is taking place to voluntarily agree to work the overtime. When staffing within the building is not available, the overtime will be offered to staff at other district buildings on a voluntary basis including Central Service employees when necessary. An annual roster

of volunteer staff will be maintained by the Manager(s) of Custodial Services.

When there are no volunteers willing to work overtime for such events, then mandatory overtime will be required. The following procedure will be observed: Starting July 1<sup>st</sup> each year the least senior person(s) on the Seniority List will be required to work the unstaffed event. To the extent possible, the aim will be for each individual to work mandatory overtime for such events once during the calendar year July 1<sup>st</sup> through June 30<sup>th</sup>.

When future events occur that are unstaffed, the next least senior person who has not worked such mandatory overtime, will be required to work that event. This progression will be observed throughout the calendar year and then start over at the start of the next consecutive year beginning on July 1<sup>st</sup>. Every attempt will be made by management to notify the effected employee(s) seven days prior to the overtime event whenever possible.

**Snow Days:** All Custodial/Maintenance staff will be expected to report for work on days when school is cancelled due to winter storms. In the event that State or County Officials announce that “travel is not recommended” in either the county where the employee is a resident and/or in Black Hawk County, vacation or personal leave may be granted by the manager on a case by case basis. In the event that travel is not restricted - no more than three custodians will be permitted to use leave at any one time for snow days. Any leave must be approved by the respective manager.

The early shift custodians will report from 6:00 a.m. to 2:30 p.m. with a 30 minute unpaid lunch break.

Head Custodians and Day Lead Custodians will report to work from 7:00 a.m. to 3:30 p.m. with a 30 minute unpaid lunch break. 2<sup>nd</sup> shift custodians will report for work from 9:00 a.m. to 5:30 p.m. with a 30 minute unpaid lunch break. Any clock punches after 6:00 a.m. for early shift, 7:00 a.m. for Head Custodians or Day Lead Custodians or 9:00 a.m. for 2<sup>nd</sup> shift will require pay deducts or the employee may request the use of personal or vacation time in one hour increments to equal 8 hours of paid time. Schedules will not be altered to allow for makeup time at the end of the shift.

If extracurricular activities or Recreation Department functions are not cancelled due to snow days, then the Head Custodian shall have freedom to alter the shifts to cover for any activities in his/her building.

**Work Schedule for Snow Days**

STAFF	START	LUNCH	END
Maintenance Staff	Report as needed to remove snow		
Day Shift Staff	7:00 a.m.	30 Minute Unpaid Lunch	3:30 p.m.
2 <sup>nd</sup> Shift Staff	9:00 a.m.	30 Minute Unpaid Lunch	5:30 p.m.

**Building Checks:** These are performed each day school is not in session, including weekends, holidays, etc. Each head custodian is responsible for his or her building to check for vandalism, accidents, equipment malfunctions, etc. Each building has an established time allowance for this function. [Refer to Teamsters Collective Bargaining Agreement Article 4.1.](#)

While making the routine building check, for example, a broken window or heating plant malfunction is found, the time spent on making correction of the problem will automatically be paid at overtime rate. There are approximately 115 building checks per year.

In the event of equipment malfunctions discovered during building checks, the Head Custodian will first attempt to make a repair. If the problem is beyond the Head Custodian’s realm of knowledge, then he/she will contact appropriate Central Service maintenance personnel to come in and make repairs. They will contact Manager(s) of Custodial Services and communicate the action taken. If appropriate staff can’t be reached, then the Supervisor of Buildings & Grounds or Manager(s) will contact outside vendors if



deemed necessary. [Refer to Maintenance and Custodial Staff Only - "Hours – Basic Standard Work Week" in the District Employee Handbook.](#)

When temperatures are below zero, building checks should be made once in the morning and once in the afternoon/evening. They should be 8 hrs apart.

**Multiple Building Assignments:** Custodians may be assigned to more than one building. Travel reimbursement will be paid annually (July or August) for the previous year's travel - based on the actual trips made. The reimbursement will also be based on the distance between buildings at the established district mileage rate.

**Absence:** Any custodian unable to report for work shall notify the Head Custodian in his/her respective buildings. The employee is also responsible to log on to AESOP and report the absence via telephone [1-800-942-3767] or electronic means at least 2 hours prior to the start of their assigned shift. When a substitute is required, Central Services will secure someone to fill the vacancy.

Crew Custodians shall notify their respective manager when they will be absent.

1. Any absence of the 2<sup>nd</sup> shift personnel shall notify the Head Custodian in their assigned building prior to 10:00 a.m. at which time the Head Custodian shall notify the respective manager of the absence.
2. Traveling custodians will notify the Head Custodian in building(s) they serve.
3. Crew Custodians will report to Central Services.
4. Crew Custodians will log on to AESOP and report the absence via telephone or computer.

Any absence during the summer months, Spring Break and Christmas Break are to be called into the Head Custodian at each building or their substitute and that person will notify Central Services.

It will be the responsibility of the maintenance personnel who is absent to notify Central Services of their absence within the allotted time and log on to AESOP to report their absence by telephone or computer.

Unexcused absences in excess of three consecutive working days shall constitute a voluntary resignation by the employee. Failure to report for work without having made the required notification of the absence may be grounds for dismissal. Employees with a record of absence, both approved and unapproved, which interfere with the effective operation of the Department or the District may be subject to discipline up to and including termination of employment.

An employee may be required to contact the Manager(s) of Custodial Services or Supervisor of Buildings & Grounds directly and be required to provide a physician's certificate for any medically related absence as a basis for determining pay during absence, should it be deemed necessary by the employer.

Any custodian who must leave the job after reporting for work must make all necessary arrangements with the Head Custodian. The Head Custodian will notify Manager(s) of Custodial Services if additional staff is required to complete the work shift. Maintenance personnel will notify their respective Manager of Custodial Services to which they report.

**Vacations and Holidays:** [Refer to Board Policy 402.2 – Vacations and Holidays.](#)

Annual vacation and requested time off will be scheduled using AESOP. Employees may schedule vacation any time up to one year in advance for desired days providing they have enough pooled hours in their leave bank. The Managers of Custodial Services will approve all leaves for their respective employees. Requests for week-long vacations shall have priority over partial-week requests regardless of seniority. **No more than 3 custodians district-wide will be allowed to schedule vacation on the same day during times when school is in session.** The schedule will be posted to a calendar on staff e-mail for viewing after requested days have been approved.

Custodians may not take vacation during the (10) working days prior to the opening of the school year and

the final (5) days in which the school year closes.

Personal leave For Custodial Staff shall not be approved for days falling during the first (10) or the final (5) days of the school year.

Employees may not schedule vacation or personal days on a day scheduled for Building and Grounds Department meetings.

**Leaves of Absence:** [Refer to Board Policy 402.3 – Leaves Of Absence.](#)

**Sick Leave Bank:** [Refer to Teamsters Collective Bargaining Agreement Article 5 - Sick Leave Bank.](#)

**Family and Medical Leave Act:** [Refer to Board Policy 402.3 which includes 402.3R1.](#)

## **B. FILLING VACANCIES**

**Selection for Employment and Assignments.**

[Refer to Policy 401.13 - Assignments and Transfers.](#)

[Refer to Maintenance and Custodial Staff Only – “Transfer Procedures” in the District Employee Handbook](#)

## **C. EVALUATION & PERFORMANCE**

**Evaluation:** [Refer to Policy 401.1 – Definitions - under Classified Employees.](#) Also [refer to Policy 401.14 - Formal Evaluations – under Evaluation of Classified Employees \(Other Than Supervisors\).](#)

**Employees at Will:** Custodial/Maintenance employees are considered “Classified” employees as specified by Board Policy. [Refer to Policy 401.1 – Definitions.](#) Also [refer to Policy 401.9 - Employees at Will.](#)

**New Employees:** After a new employee has completed approximately 60 working days, the supervisor will meet with the new employee to discuss progress and provide feedback. Employment at will is in effect throughout this period of employment and indefinitely thereafter.

**Addressing Performance and Other Concerns:** Any employee, whose performance or conduct does not meet expectations shall be so notified by their immediate supervising manager. If after such notice, expectations are not met and acceptable performance and/or conduct sustained, a conference will be arranged to bring the employee and manager together to discuss the problem. The purpose of the informal conference is to help the employee to improve and meet expectations. A record of conversation will be written by the manager and shared with the employee recapping the key points discussed during the conference. The employee will be informed that if after such conference expectations are not met, disciplinary action may result up to and including termination of employment.

In the event that it becomes necessary to hold a disciplinary meeting with an employee in the bargaining unit, the employee shall be notified in writing of the time and place of the conference. Such notification shall be delivered directly to the employee or mailed via certified mail to the last address provided the employer by the employee and shall be mailed and delivered at least five (5) working days before the scheduled date of the conference.

Nothing in this Handbook shall in any way detract from or negate the right of the employer to immediately suspend or discharge an employee as an “at will” employee.

**Conduct:** [Refer to Employee Rules of Conduct in the District Employee Handbook.](#)

**Dishonesty:** [Refer to Board Policy 401.17 – Dishonesty.](#)

**Notification Of Arrest:** [Refer to Board Policy 401.18 – Notification of Arrest, Criminal Charges, Child or Dependent Adult Abuse Complaints.](#)

**Electronic Communications:** [Refer to Board Policy 403.7.1 – Electronic Communication Systems.](#)

**Employee Use Of Social Media:** [Refer to Board Policy 403.7.2 – Employee Use of Social Media.](#)

**Workplace Inspections:** [Refer to Board Policy 403.6 – Workplace Inspections.](#)

**Uniforms:** Uniforms shall be worn daily. Each full time employee shall receive free of charge from the Cedar Falls Community School District five (5) sets of appropriate uniforms for the first year of employment. Each year thereafter each employee shall receive three (3) uniforms. Any additional uniforms will be provided by the employee at their own expense. During periods when uniforms are not required, the employee will wear clothing that is appropriate for the work being performed and appropriate for the school environment. All clothing which displays advertising of a questionable nature such as but not limited to alcohol, drugs, tobacco or sexually explicit material is prohibited. In the event an employee comes to work dressed in a manner deemed inappropriate, he/she will be sent home to change into appropriate clothing and the time will be deducted from their regular pay.

Uniforms will be worn from one (1) week prior to the start of school in the fall and each work day through the year, ending with, and including the last day of school in the summer. [Refer to Employee Dress in the District Employee Handbook.](#)

Upon termination of employment all uniforms will be returned to employer.

## D. HEALTH AND SAFETY

**Physical Examinations:** [Refer to Policy 402.7 – Employee Health: Physical & Mental Health Examinations: Vaccines.](#)

**Accident Reporting:** [Refer to Policy 402.10 – Employee Health-Injury at Work.](#) Any accident on the job, that requires treatment, is to be handled by the Occupational Medicine & Wellness Center at Arrowhead Medical Center, 226 Bluebell Rd., Cedar Falls. The following are procedures that are to be used by an employee injured on the job:

1. The employee will report the injury to their immediate manager and Central Services prior to leaving the work place on the day of such injury (whether injury requires medical attention or not);
2. If medical attention is required, the manager(s) or Central Services will contact Arrowhead Medical Center Occupational Health Clinic to schedule an appointment or arrange for immediate care;
3. Arrowhead Medical Center Occupational Health Clinic hours are 7:00 a.m. to 5:30 p.m., Monday through Friday;
4. If any injury occurs other than during the above time, services will be provided by Sartori Hospital Emergency Room;
5. Following treatment, all paperwork received at the hospital should be sent directly to Central Services. Also, communicate with the manager(s) immediately so the necessary accident reports can be compiled. During the school year, accident reports are to be completed at the main office of the building you are assigned to by the secretary, during the summer, accident reports are to be made out at the Central Services Office.
6. If services are provided by any care provider, other than through Occupational Health, the employee may be liable for any charges.

**Employee Insurance Program:** [Refer to Board Policy 402.5 – Employee Insurance Program](#)

For premium rates, etc – for Employee Insurance: Central Services and Custodial Services [Refer to District Employee Handbook – Employee Insurance Program](#)

Questions can be addressed by contacting Michelle Weber – Benefits Coordinator [553-2431].

**Substance Use and Abuse:** [Refer to Board Policy 902.4 – Tobacco-Free Environment](#)

**Drug and Alcohol-Free Workplace:** No employee shall possess, use, be under the influence of, distribute, dispense, or manufacture any alcoholic beverage or controlled or illegal substance on school property, during work time, or at any student activity, except that an employee may take a controlled substance lawfully prescribed by a physician. Any violation of this policy shall be grounds for discipline, including immediate discharge. [Refer to Policy 402.12.1 – Drug & Alcohol-Free Workplace.](#)

**Drug and Alcohol Testing:** [Refer to Policy 402.12.3 – Drug & Alcohol Policy & Testing Program for Individuals Not Required to Possess a Commercial Driver’s License.](#) Also refer to [Policy 902.4 – Tobacco-Free Environment.](#)

**Personal Protective Equipment:**

High visibility safety green or orange apparel shall be worn at a minimum any time an employee is exposed to increased risks of moving traffic or equipment, on public or private roadways or property. In the event that other situations arise where high visibility apparel becomes necessary, the Manager shall make that determination and instruct staff accordingly. This apparel shall include, at a minimum, a vest or shirt.

High visibility apparel must fit and be worn properly and should be inspected regularly for wear, damage, fading, or other deterioration which effects visibility and reflectivity.

Specific examples of tasks that will require high visibility safety apparel to be worn include but are not limited to:

- Working on foot near moving vehicles or equipment
- Any task being performed on or near a roadway or highway
- Any task that may create exposure to the general traveling public
- Any task that is performed in a work zone (an area where construction, maintenance, traffic control, or other utility work activities take place on or near a private or public roadway)
- Inspection, supervision, or oversight of work being performed in a work zone
- Operating mobile equipment such as loaders, mowers, turf equipment, snow removal equipment, delivery vehicles, and forklifts
- Delivery and receipt of products to and from buildings or facilities

NOTE: There is no requirement to wear high visibility safety apparel when an individual is simply walking to or from their parked vehicle after exiting or entering a building or other facility.

**E. EMPLOYEE RELATIONS**

Information on the following topics can be found in [the Board Policies – as listed.](#)

**Harassment:** [Refer to Policy 401.3 - Harassment.](#)

**Equal Employment Opportunity/Affirmative Action:** [Refer to Policy 401.2 – Equal Employment Opportunity/Affirmative Action](#)

## **401.3 Harassment**

### **Purpose**

The District is committed to promoting positive intercultural, intergroup relationships. The District, therefore, prohibits acts of intolerance or harassment toward others because of race, color, religion, creed, ethnic background, national origin, age, disability, sex, sexual orientation, gender identity, genetic information, or other factors that are likewise not reasonably related to the individual's employment.

Employees are expected to conduct themselves at all times in a manner which fosters an atmosphere of tolerance, mutual respect, and collaboration. The following will not be tolerated: verbal, nonverbal, physical or other acts, gestures, statements, and the like which place another employee in reasonable fear of harm to the employee or his/her property; has a detrimental effect on the employee's physical, emotional, or mental health; has the effect of substantially interfering with the employee's work performance; or creates an intimidating, offensive or hostile environment.

### **Sexual Harassment**

*General* – It is the policy of the Cedar Falls Community School District to maintain a learning and working environment that is free from sexual harassment. Because of the District's strong disapproval of offensive or inappropriate sexual behavior at work, all employees, officials and visitors must avoid any action or conduct which could be perceived as sexual harassment. It shall be a violation of this policy for any employee, official or visitor of the District to harass others through conduct or communications of a sexual nature as defined below.

*Definition* – Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. Such conduct is so sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Sexual harassment may include, but is not limited to the following:

- verbal or written harassment or abuse
- pressure for sexual activity
- repeated remarks to or about a person with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job

- the telling or showing of offensive jokes and stories
- display of sexually graphic pictures

### **Harassment Complaint Procedures**

Any employee who alleges improper harassment by any person in the District may follow the complaint procedures set forth in Policy 401.4. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent or designee. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a harassment complaint form and to turn over copies of evidence of harassment, including, but not limited to, letters, recordings, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report “including a finding that the complaint was founded, unfounded, or inconclusive” will be forwarded to the complainant and to the alleged perpetrator.

### **Compliance Officer**

The director of human resources shall be designated as the District’s compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the director of human resources is the alleged perpetrator, the director of secondary education shall be the alternate compliance officer.

### **Confidentiality**

The right to confidentiality, both of the complainant and of the alleged perpetrator, will be respected to the extent possible consistent with the District’s legal obligations to investigate allegations of misconduct and to take corrective action when misconduct has occurred. Complaints of harassment shall not be filed in the complainant’s personnel file.

### **No Retaliation**

No person shall retaliate against another person because the person has filed a harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.

### **Corrective Actions**

The District will take action to halt any improper harassment or retaliation and will take other appropriate corrective actions to remedy all violations of this policy. This may include disciplinary measures, including discharge of a perpetrator.

### **Notification**

Notice of this policy will be circulated on an annual basis and incorporated into staff handbooks.

**Staff Development**

Periodic training shall be provided all staff regarding the nature and prohibition of harassment.

**Code Number 401.3**

**Exhibit A**

Page 1 of 1

**DISCRIMINATION/HARASSMENT COMPLAINT FORM**

Please complete the following as fully as possible. If you need assistance, contact the compliance officer.

Date of Complaint:

Name of Complainant:

Position and Building of Complainant:

Primary Address:

Primary Telephone: ( ) Email:

Name and Position of Alleged Perpetrator:

Discrimination Alleged:

Race, Color Sexual Orientation

Sex/Gender Age

Religion, Creed Disability

National Origin, Ethnic Background Gender Identity

Other Genetic Information

Statement of Discrimination/Harassment: (Include dates, places and persons involved in incidents, if known. List any witnesses, their position, addresses and telephone numbers. Attach any pertinent written documents. Describe any actions you took in response to the incidents.)

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature:

Name Printed:

Date:



**Code Number 401.3**

**Exhibit B**

Page 1 of 1

**WITNESS STATEMENT**

Date of Interview:

Interviewer:

Name of Person Giving Statement:

Position and Building of Witness:

Primary Address:

Primary Telephone: ( ) Email:

Statement: (Include dates, places and persons involved if known.)

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature:

Name Printed:

Date:

**Code Number 401.3**

**Exhibit C**

Page 1 of 2

**SUMMARY OF DISPOSITION OF DISCRIMINATION/HARASSMENT COMPLAINT**

Name of Complainant:

Position and Building of Complainant:

Name and Position of Alleged Perpetrator/Respondent:

Date of Initial Complaint

Nature of Harassment Alleged:

Race, Color Sex/Gender

Sexual Orientation Age

Religion, Creed Disability

National Origin, Ethnic Background Gender Identity

\_\_\_\_\_ Other Genetic Information

Summary of Investigation:

**Code Number 401.3**

**Exhibit C**

Page 2 of 2

Conclusion: Founded (The totality of the evidence reasonably demonstrates the actions occurred and constituted improper discrimination or harassment.)

Unfounded (It is reasonable to believe that the actions complained of did not occur, or were not so serious or pervasive as to constitute improper discrimination or harassment.)

Inconclusive

Signature

Typed or Printed Name

Position

Address

Date

Copies to:

Complainant

Alleged Perpetrator/Respondent

Superintendent or Designee

**Equal Employment Opportunity/Affirmative Action:** [Refer to Policy 401.2](#)

## **401.2 Equal Employment Opportunity/Affirmative Action**

Policy Title: **Equal Employment Opportunity/Affirmative Action** Code No. **401.2**

### **Selection for Employment and Assignments**

The Cedar Falls Community School District will select for employment qualified applicants for each position without improper discrimination on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information. Persons with disabilities who can perform the essential functions of an assignment with or without reasonable accommodations shall be considered qualified applicants. The District shall take affirmative action in the recruitment, appointment, assignment, and advancement of personnel to accomplish the goals of equal employment opportunity. In keeping with the law, the District shall consider the veteran status of applicants.

### **Employment Conditions**

The Cedar Falls Community School District will not unlawfully discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information.

### **Complaints of Discrimination**

Any applicant or employee alleging discrimination on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information may follow the complaint procedures set forth in Policy 401.4. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent or designee. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a complaint form and turn over copies of evidence of discrimination including, but not limited to, recordings, memoranda, letters, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report (including a finding that the complaint was founded, unfounded, or inconclusive) will be forwarded to the complainant and to the alleged perpetrator.

### **Compliance Officer**

The director of human resources shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the director of human resources is the alleged perpetrator, the director of secondary education shall be the alternate compliance officer. The compliance officer shall also be responsible for coordinating the preparation, implementation, evaluation, and updating of written equal employment opportunity and affirmative action plans, with systematic input from diverse racial/ethnic groups, women, men, and persons with disabilities.

## **Equal Employment Opportunity/Affirmative Action**

### **Confidentiality**

The right of confidentiality, both of the complainant and of the alleged perpetrator, will be respected to the extent possible consistent with the District's legal obligations to investigate allegations of misconduct and to take corrective action when misconduct has occurred. Complaints of discrimination shall not be filed in the complainant's personnel file.

### **No Retaliation**

No person shall retaliate against another person because the person has filed a discrimination complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.

### **Corrective Action**

The District will take action to halt any improper discrimination or retaliation and will take other appropriate corrective actions to remedy all violations of this policy. This may include disciplinary measures, including discharge of a perpetrator.

### **Notice**

In order to effectively communicate and interpret the District's policy to all levels of the administration and to all other employees, applicants, educational agencies and to the public, a statement of the District's policy shall be distributed to all applicants for employment and shall be disseminated annually to employees, students, parents, and recruitment sources. District employees involved in the hiring or supervision of personnel shall be trained on proper equal employment opportunity procedures.

**Code Number 401.2**

**Exhibit A**

Page 1 of 1

**DISCRIMINATION/HARASSMENT COMPLAINT FORM**

Please complete the following as fully as possible. If you need assistance, contact the compliance officer.

Date of Complaint:

Name of Complainant:

Position and Building of Complainant:

Primary Address:

Primary Telephone: ( ) Email:

Name and Position of Alleged Perpetrator:

Discrimination Alleged:

Race, Color Sexual Orientation

Sex/Gender Gender Identity

Religion, Creed Age

National Origin, Ethnic Background Disability

Other Genetic Information

Statement of Discrimination/Harassment: (Include dates, places and persons involved in incidents, if known. List any witnesses, their position and addresses and telephone numbers. Attach any pertinent written documents. Describe any actions you took in response to the incidents.)

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature:

Name Printed:

Date:

**Code Number 401.2**

**Exhibit B**

Page 1 of 1

**WITNESS STATEMENT**

Date of Interview:

Interviewer:

Name of Person Giving Statement:

Position and Building of Witness:

Primary Address:

Primary Telephone: ( ) Email:

Statement: (Include dates, places and persons involved if known.)

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature:

Name Printed:

Date:

**Code Number 401.2**

**Exhibit C**

Page 1 of 2

**SUMMARY OF DISPOSITION OF DISCRIMINATION/HARASSMENT COMPLAINT**

Name of Complainant:

Position and Building of Complainant:

Name and Position of Alleged Perpetrator/Respondent:

Date of Initial Complaint

Nature of Harassment Alleged:

Race, Color Sex/Gender

Sexual Orientation Age

Religion, Creed Disability

National Origin, Ethnic Background Gender Identity

\_\_\_\_\_ Other Genetic Information

Summary of Investigation:



**Code Number 401.2**

**Exhibit C**

Page 2 of 2

Conclusion: Founded (The totality of the evidence reasonably demonstrates the actions occurred and constituted improper discrimination or harassment.)

Unfounded (It is reasonable to believe that the actions complained of did not occur, or were not so serious or pervasive as to constitute improper discrimination or harassment.)

Inconclusive

Signature

Typed or Printed Name

Position

Address

Date

Copies to:

Complainant

Alleged Perpetrator/Respondent

Superintendent or Designee

**Violence In The Work Place** [Refer to Policy 402.13 – Violence in the Work Place.](#)

### **402.13**

#### ***Violence in the Work Place***

Cedar Falls Community School District is committed to providing a safe, professional work environment that is free of violence, either by employees against other employees or by third parties against employees. Work place violence may include, but is not limited to, the following when such conduct is committed on school district property, at a school district activity or event, or in connection with a school district activity or event:

- offensive and/or unlawful touching by one person against another,
- threats of bodily harm to another,
- causing physical harm or injury to another,
- use of abusive language, threatening, or intimidating comments,
- possession of unauthorized firearms or weapons,
- conduct detrimental to school personnel, which may cause undue disruption of work or be perceived as endangering the safety of persons or property,
- stalking, or
- causing or encouraging another to commit conduct as listed above.

Such conduct will be subject to disciplinary action, up to and including termination of employment. Employees, who believe they have been subjected to violence in the work place, as defined in this policy, should immediately terminate all contact and communication with the offending party, inform their immediate supervisor and file a written complaint with the Director of Human Resources. Allegations of work place violence shall be investigated, documented and, if substantiated, disciplinary action shall be taken. Initiating legitimate complaints under this policy shall not cause any negative impact on the complainant, nor shall it affect their employment, compensation or work assignments.

## **F. NON-LICENSE EMPLOYEE REDUCTION IN FORCE**

[Refer to “Non-Licensed Employee Reduction in Force” in the District Employee Handbook.](#)

## **II. SUPERVISORY**

### **A. SUPERVISION OF CUSTODIANS**

The policies governing the general maintenance program, duties of custodians, and the working relationship of the custodians with the principal, the Supervisor of Buildings and Grounds & Manager(s) of Custodial Services is as follows:

Monitoring of the daily activities of the custodial staff is the responsibility of the Manager(s) of Custodial Services. The Head Custodian will construct a work schedule for each employee based on the maximum workload calculated for each building. This schedule will be reviewed and approved by the Manager(s) of Custodial Services.

The principal has the freedom to direct the custodial staff to perform duties in his or her building as necessary throughout the course of the school day or during special activities after school.

1. The responsibility for daily supervision of the house keeping rests with the Head Custodian. It is the responsibility of the Manager(s) of Custodial Services to evaluate time needed to perform their duties. Head Custodians shall perform quarterly cleaning evaluations for all custodians under their direct supervision and Head Custodians will be evaluated by the Manager(s) of Custodial Services.
2. When a building principal is not satisfied with the work a custodian is doing, a written assessment should be made to the Manager(s) of Custodial Services and the Supervisor of Buildings and Grounds, who will assist the principal in corrective actions. Teachers should make all requests for special janitorial service directly to the building principal who may in turn request the custodian to do the work or pass the request on to the Manager(s) of Custodial Services.

### **B. SUPERVISION OF MAINTENANCE PERSONNEL**

Monitoring of the daily activities of the maintenance personnel is the responsibility of the Manager(s) of Custodial Services. Maintenance Personnel will report to the Central Services building and will be provided with equipment and vehicles to perform maintenance tasks in district buildings and on grounds. They will have freedom to purchase supplies to complete work orders with the approval of the Manager(s) and must obtain prior approval before purchasing large dollar amounts of supplies or equipment.

### III. Job Descriptions



**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:**                   **CLEANING CUSTODIAN**

**CLASSIFICATION:**       **I**

**REPORTS TO:**             **Manager(s) of Custodial Services**

**FLSA STATUS:**       \_\_\_ Exempt        **X** Non-Exempt

**STATUS:**                **X** Full Time     \_\_\_ Part Time

**X** Hourly        \_\_\_ Salary

**DATE REVISED:**        October 2007, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of "Cleaning Custodian" is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

**ESSENTIAL FUNCTIONS:**

- Empties trash receptacles in assigned area daily. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Substitute in the absence of Lead Custodian or Head Custodian if required.
- Assist with snow removal.
- Other duties as assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License. Completion of orientation period.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls:     Yes     No
- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:
- {x} May be exposed to sun, rain, wind, snow
  - {x} May be exposed to extreme heat or cold
  - {x} May be exposed to confined spaces
  - {x} May be exposed to heights of more than 6 feet
  - {x} May be exposed to dust & dirt
  - {x} May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** LAUNDRY WORKER

**CLASSIFICATION:** I

**REPORTS TO:** Manager(s) of Custodial Services

**FLSA STATUS:** \_\_\_ Exempt     X Non-Exempt

**STATUS:**     X Full Time     \_\_\_ Part Time

X Hourly     \_\_\_ Salary

**DATE REVISED:** August 2008, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of “Laundry Worker” is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

**ESSENTIAL FUNCTIONS:**

- Performs laundry services for district physical education and athletic uniforms daily.
- Launders district custodial mops and rags weekly.
- Launders district food service towels and rags daily.
- Launders towels for physical education/athletic activities daily.
- Replaces chemicals needed for laundry with new containers as necessary.
- Cleans lint traps on clothes dryers daily.
- Keeps Laundry Equipment clean and reports any necessary repairs to Central Services.
- Empties trash receptacles in assigned area daily. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Substitute in the absence of Lead Custodian or Head Custodian if required.
- Assist with snow removal.
- Other duties as assigned.



**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general laundry and housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License. Completion of orientation period.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls:     Yes     No
- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:
- {x} May be exposed to sun, rain, wind, snow
  - {x} May be exposed to extreme heat or cold
  - {x} May be exposed to confined spaces
  - {x} May be exposed to heights of more than 6 feet
  - {x} May be exposed to dust & dirt
  - {x} May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:**                   **CLEANING CUSTODIAN/GROUNDS HELPER**

**CLASSIFICATION:**       **I**

**REPORTS TO:**               **Manager(s) of Custodial Services**

**FLSA STATUS:**           \_\_\_ Exempt         Non-Exempt

**STATUS:**                  Full Time       \_\_\_ Part Time

Hourly         \_\_\_ Salary

**DATE REVISED:**        **May 2008, September 2016, November 2018, February 2020**

**BASIC FUNCTION:** The job of “Cleaning Custodian/Grounds Helper” is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

**ESSENTIAL FUNCTIONS:**

- Empties trash receptacles in assigned area daily. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Substitute in the absence of Lead Custodian or Head Custodian if required.
- Operates machines related to grounds maintenance such as mowers, trimmers and chain saws.
- Assists Grounds Keeper with tasks such installation of temporary fencing, playground repairs and installation or removal of same.
- Assist with snow removal/plowing.
- Other duties as assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping and grounds maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc. Able to operate grounds equipment such as riding mowers, trimmers, pulling of trailers and other equipment related to grounds maintenance.
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping and grounds maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull, carry and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License. Completion of orientation period.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls:  Yes     No
- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:
- {x} May be exposed to sun, rain, wind, snow
  - {x} May be exposed to extreme heat or cold
  - {x} May be exposed to confined spaces
  - {x} May be exposed to heights of more than 6 feet
  - {x} May be exposed to dust & dirt
  - {x} May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** MAIL DELIVERY/DELIVERY DRIVER/GROUNDS CREW

**CLASSIFICATION:** III

**REPORTS TO:** Manager(s) of Custodial Services

**FLSA STATUS:** \_\_\_ Exempt       Non-Exempt

**STATUS:**  Full Time      \_\_\_ Part Time

Hourly      \_\_\_ Salary

**DATE REVISED:** August 2008, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of Mail/Delivery" is for the purpose of providing delivery services of inter campus and US mail to all district buildings. Delivery service also includes transporting furniture and equipment from place to place along with delivery of supplies and packages as necessary. This job will be performed in a manner that will insure a safe and efficient environment for the students and staff of the Cedar Falls Community Schools. Incumbent may be required to substitute in the absence of other Central Service personnel.

**ESSENTIAL FUNCTIONS:**

- Daily collects and delivers laundry for PE from Junior High buildings to Central Laundry at the Senior High School and returns clean laundry the following day to the respective sites.
- Collects and delivers custodial mops and rags for laundering and returns same back to respective buildings after laundering.
- Daily sorts mail at Central Administration and distributes to designated place in each building.
- Picks up US Mail from Cedar Falls Post Office and delivers to Administration for sorting and redistribution.
- Collects and delivers audio/visual supplies and equipment from AEA 267 to district buildings.
- Delivers printed forms from AEA 267 print center to each building as necessary.
- Gathers surplus furniture and equipment from district and delivers to requested sites or puts in storage.
- Completes assigned work orders and files appropriate paper work with Maintenance secretary.
- Delivers/returns band equipment for sporting activities to UNI Dome and other functions as necessary.
- Disposes of junked equipment/furniture, withdrawn media materials, withdrawn books and used laboratory research items.
- Collects recycling containers from all buildings and takes to recycling center. Submit paperwork to Maintenance secretary.
- Performs custodial tasks at Robinson/Dresser Sports Complex during spring/summer/fall sporting activities.
- Assists warehouse manager with delivery tasks to district buildings.
- Conforms to all laws, policies and practices of safety in the workplace.
- Pick up and deliver lunches daily.
- Pick up and return lunch carts after use daily.
- Assist with snow removal/plowing.
- Other duties as assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in institutional shipping and receiving employment or related positions.

- **Skills** to operate delivery related equipment such as vans, carts and lifts. To also be able to read and interpret written instructions
- **Knowledge** of methods and use of materials, tools and equipment used in institutional maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, and possess an ability to multitask when required as well as understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License or CDL. Pass written and manipulative testing along with completion of 2 week trial period (for current staff.) Successful completion of orientation classes. All certifications must be completed within 24 months from date of hire.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Employee must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Incumbent must possess ability to demonstrate good judgment in decision making and to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls:  Yes     No
- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
- Environmental Exposure:
 

<input checked="" type="checkbox"/>	May be exposed to sun, rain, wind, snow
<input checked="" type="checkbox"/>	May be exposed to extreme heat or cold
<input checked="" type="checkbox"/>	May be exposed to confined spaces

- {x} May be exposed to heights of more than 6 feet
- {x} May be exposed to dust & dirt
- {x} May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** LEAD CUSTODIAN (Elementary)

**CLASSIFICATION:** III

**REPORTS TO:** Manager(s) of Custodial Services

**FLSA STATUS:** \_\_\_ Exempt       Non-Exempt

**STATUS:**       Full Time      \_\_\_ Part Time

Hourly      \_\_\_ Salary

**DATE REVISED:** September 2008, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of "Lead Custodian" is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

**ESSENTIAL FUNCTIONS:**

- Provide training & leadership to custodial staff in his/her assigned building.
- Supervise 2<sup>nd</sup> shift custodial staff during regular cleaning hours.
- May conduct weekend building checks for security and mechanical purposes in absence of Head Custodian.
- Instructs substitute custodians when regular staff is absent.
- Substitutes for Head Custodian in their absence.
- Monitors maintenance to custodial equipment and reports to Head Custodian repair/replacement as necessary.
- Must be able to work from ladders of various heights.
- Operates folding bleachers where applicable for setup of athletic or other events.
- Responsible for snow removal around building entrances & sidewalks that are not accessible by Central Service plows.
- Inspects building for vandalism and files appropriate reports with police and building secretary.
- Assists Central Service staff when necessary by providing information or help.
- Performs light maintenance on building systems such as but not limited to replacement of light switches, receptacles and light ballasts.
- Contacts Mechanics during 2<sup>nd</sup> shift hours for emergency repairs to equipment and facilities.
- Monitors and records temperatures on milk coolers, refrigerators and freezers for food service during weekend building checks.
- Has understanding of building fire alarm systems and assists building staff with emergency & fire drills as necessary.
- Communicates regularly with Head Custodian & building principal.
- Empties trash receptacles in assigned area daily. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.

- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Assist with snow removal.
- Other duties as assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License. Completion of orientation and 2 week trial period.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	{ } None	{ } 1-4 hrs	{ } 4-6 hrs	{x} 6-8 hrs
b. Sit	{ } None	{ } 1-3 hrs	{ } 3-5 hrs	{x} 5-8 hrs
c. Drive	{ } None	{x} 1-3 hrs	{ } 3-5 hrs	{ } 5-8 hrs
- Employee may use hands for repetitive: {x} Single Grasping    {x} Pushing & Pulling    {x} Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls: {x} Yes                                    { } No

4. Employee may need to:
- a. Bend             Frequently     Occasionally     Not at all
  - b. Squat            Frequently     Occasionally     Not at all
  - c. Climb Stairs     Frequently     Occasionally     Not at all
  - d. Lift              Frequently     Occasionally     Not at all

5. Lifting:
- Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
  - Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
  - Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
  - Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
  - Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:
- May be exposed to sun, rain, wind, snow
  - May be exposed to extreme heat or cold
  - May be exposed to confined spaces
  - May be exposed to heights of more than 6 feet
  - May be exposed to dust & dirt
  - May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:**                   **GROUNDS KEEPER**

**CLASSIFICATION:**       **III**

**REPORTS TO:**               **Manager(s) of Custodial Services**

**FLSA STATUS:**           \_\_\_ Exempt        X Non-Exempt

**STATUS:**                 X Full Time     \_\_\_ Part Time

X Hourly         \_\_\_ Salary

**DATE REVISED:**         August 2008, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of “Grounds Person” is for the purpose of providing maintenance and/or new installation to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to substitute in the absence of other skilled crafts personnel.

**ESSENTIAL FUNCTIONS:**

- Provides repair/replacement/service to all types of grounds related equipment such as but not limited to mowers, tractors, loaders, dump trucks, snow plows, painters, trimmers, saws and tillers.
- Installs/maintains signage and related equipment for district.
- Responsible for keeping ornamental, play areas and sports turf mowed and trimmed on a timely basis.
- Keeps trimming around buildings, walks, tracks and trees maintained.
- Manicures trees, shrubs and flower beds for overgrowth and weeding.
- Orders parts and makes repairs to district playground equipment reported by building staff.
- Coordinates/performs installation of playground safety surfacing.
- Performs work order tasks as required to completion and files appropriate paperwork with Maintenance Office.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Transports district equipment and supplies as necessary between facilities owned by the district.
- Operates mechanical equipment including, but not limited to, mowers, vehicles, tractors, skid loaders and snow removal equipment.
- Operates hand held power equipment including, but not limited to saws, drills, grinders along with hand tools required for each task.
- Performs cleanup tasks after completion of projects.
- Monitors inventories of supplies necessary to complete tasks.
- Marks district sporting fields and play areas for PE and athletic school activities
- Sprays herbicides as necessary for turf management at district facilities.
- Monitors irrigation equipment and arranges for repairs as necessary.
- Manages assignments of seasonal grounds staff.
- Assist with snow removal/plowing.
- Other duties as assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in institutional grounds maintenance or related trade.

- **Skills** to operate hand and power tools used in institutional applications and perform basic math to calculate measurements, quantities, etc and to interpret plans, blueprints and/or schematics as required.
- **Knowledge** of methods and use of materials, tools and equipment used in institutional maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Chauffeurs Driver's License with air brake endorsement is required. Pass written and manipulative testing along with completion of 2 week trial period (for current staff.) Successful completion of orientation classes. All certifications and licenses must be obtained within 24 months from date of hire.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Employee must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Incumbent must possess ability to demonstrate good judgment in decision making and to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls:     Yes     No
- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
- Environmental Exposure:
 

<input checked="" type="checkbox"/>	May be exposed to sun, rain, wind, snow
<input checked="" type="checkbox"/>	May be exposed to extreme heat or cold
<input checked="" type="checkbox"/>	May be exposed to confined spaces

- {x} May be exposed to heights of more than 6 feet
- {x} May be exposed to dust & dirt
- {x} May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** LEAD CUSTODIAN (Jr. High)

**CLASSIFICATION:** IV

**REPORTS TO:** Manager(s) of Custodial Services

**FLSA STATUS:** \_\_\_ Exempt       Non-Exempt

**STATUS:**       Full Time      \_\_\_ Part Time

Hourly      \_\_\_ Salary

**DATE REVISED:** September 2008, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of "Lead Custodian" is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

**ESSENTIAL FUNCTIONS:**

- Provide training & leadership to custodial staff in his/her assigned building.
- Supervise 2<sup>nd</sup> shift custodial staff during regular cleaning hours.
- May conduct weekend building checks for security and mechanical purposes in absence of Head Custodian.
- Instructs substitute custodians when regular staff is absent.
- Substitutes for Head Custodian in their absence.
- Monitors maintenance to custodial equipment and reports to Head Custodian repair/replacement as necessary.
- Must be able to work from ladders of various heights.
- Operates folding bleachers where applicable for setup of athletic or other events.
- Responsible for snow removal around building entrances & sidewalks that are not accessible by Central Service plows.
- Inspects building for vandalism and files appropriate reports with police and building secretary.
- Assists Central Service staff when necessary by providing information or help.
- Performs light maintenance on building systems such as but not limited to light switches, receptacles and changing of light ballasts.
- Contacts Mechanics during 2<sup>nd</sup> shift hours for emergency repairs to equipment and facilities.
- Monitors and records temperatures on milk coolers, refrigerators and freezers for food service during weekend building checks.
- Has understanding of building fire alarm systems and assists building staff with emergency & fire drills as necessary.
- Communicates regularly with Head Custodian & building principal.
- Empties trash receptacles in assigned area daily. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.

- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Has knowledge of pool maintenance.
- Other duties as assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License. Completion of orientation and 2 week trial period. Successful completion of Certified Pool Operator class and annual refresher course. Incumbent must complete training within 12 months from date of hire.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	{ } None	{ } 1-4 hrs	{ } 4-6 hrs	{x} 6-8 hrs
b. Sit	{ } None	{ } 1-3 hrs	{ } 3-5 hrs	{x} 5-8 hrs
c. Drive	{ } None	{x} 1-3 hrs	{ } 3-5 hrs	{ } 5-8 hrs
- Employee may use hands for repetitive: {x} Single Grasping    {x} Pushing & Pulling    {x} Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls:    {x} Yes    { } No
- Employee may need to:



- a. Bend             Frequently     Occasionally     Not at all
- b. Squat            Frequently     Occasionally     Not at all
- c. Climb Stairs     Frequently     Occasionally     Not at all
- d. Lift               Frequently     Occasionally     Not at all

5. Lifting:

- Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

- May be exposed to sun, rain, wind, snow
- May be exposed to extreme heat or cold
- May be exposed to confined spaces
- May be exposed to heights of more than 6 feet
- May be exposed to dust & dirt
- May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** HEAD CUSTODIAN (Elementary)

**CLASSIFICATION:** IV

**REPORTS TO:** Manager(s) of Custodial Services

**FLSA STATUS:** \_\_\_ Exempt       Non-Exempt

**STATUS:**             Full Time      \_\_\_ Part Time

Hourly            \_\_\_ Salary

**DATE REVISED:** August 2008, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of "Head Custodian" is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

**ESSENTIAL FUNCTIONS:**

- Provide training & leadership to custodial staff in his/her assigned building.
- Supervise custodial 2<sup>nd</sup> shift staff during summer cleaning hours.
- Develop and assign work areas within the building in cooperation with Manager(s) of Custodial Services.
- Perform cleaning evaluations on each custodian in his/her assigned area quarterly and submit results to Manager(s) of Custodial Services.
- Conducts weekend building checks for security and mechanical purposes as well as training of substitutes when not available.
- Instructs substitute custodians when regular staff is absent.
- Maintains and orders inventory of custodial supplies from Central Services Warehouse.
- Monitors maintenance to custodial equipment and requests repair/replacement as necessary.
- Makes minor repairs to plumbing, heating and electrical systems such as but not limited to faucet repairs, drain repairs, flush valves, thermostats, switches, receptacles, light ballasts, etc., as well as locking devices, student lockers, doors & windows and reporting larger or more difficult maintenance items to Central Services for repair.
- Must be able to work from ladders of various heights.
- Operates folding bleachers where applicable for setup of athletic or other events.
- Manages operations of heating plants within assigned building which includes but not limited to addition of chemicals to boiler systems, recording of pressures and temperatures, filling and draining systems, weekly blow down of steam boilers, prepares boilers for summer inspections, cleaning flues, monitoring automated temperature controls (where applicable) and minor troubleshooting for repairs.
- Performs preventative maintenance tasks such as but not limited to filter changing, greasing, lubricating and replacement of belts on mechanical equipment such as but not limited to fans, blowers, compressors, motors, air conditioning & refrigeration equipment and pumps along with other related equipment.
- Responsible for snow removal around building entrances & sidewalks that are not accessible by Central Service plows.
- Inspects building for vandalism and files appropriate reports with police and building secretary.
- Assists Central Service staff when necessary by providing information or help.
- Loads/unloads food service transport vehicles.
- Provides supervisory coverage during lunch periods in cafeteria.
- Monitors and records temperatures on milk coolers, refrigerators and freezers for food service during weekend building checks.
- Has understanding of building fire alarm systems and assists building staff with emergency & fire drills as necessary.
- Communicates regularly with building principal.

- Empties trash receptacles in assigned area daily. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Other duties as assigned.

#### **QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Completion of orientation 2 week trial period.

#### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

#### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
  
2. Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
  
3. Employee may use feet for repetitive movement as in operating foot controls:  Yes     No
  
4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
  
5. Lifting:

<input type="checkbox"/>	Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
  
6. Environmental Exposure:

<input checked="" type="checkbox"/>	May be exposed to sun, rain, wind, snow
<input checked="" type="checkbox"/>	May be exposed to extreme heat or cold
<input checked="" type="checkbox"/>	May be exposed to confined spaces
<input checked="" type="checkbox"/>	May be exposed to heights of more than 6 feet
<input checked="" type="checkbox"/>	May be exposed to dust & dirt
<input checked="" type="checkbox"/>	May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:**                   **WAREHOUSE PERSON**

**CLASSIFICATION:**       **V**

**REPORTS TO:**               **Manager(s) of Custodial Services**

**FLSA STATUS:**           \_\_\_ Exempt        X Non-Exempt

**STATUS:**                 X Full Time     \_\_\_ Part Time

X Hourly        \_\_\_ Salary

**DATE REVISED:**        October 2007, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of "Warehouse Person" is for the purpose of providing supply services at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other skilled crafts personnel.

**ESSENTIAL FUNCTIONS:**

- Receives all freight shipments to the district from various suppliers which may include unloading trucks with fork lift or by hand if necessary.
- Inspects shipments for damaged materials and notes on trucking slip.
- Checks in all orders for proper amounts against purchase orders and files overage or shortage forms accordingly with Business Office.
- Delivers supplies from purchase orders to appropriate buildings.
- Processes purchase orders to completion and sends to Business Office for payment
- Maintains supply inventory for custodial/maintenance, paper and offices supplies and makes deliveries for same from requisitions to district buildings.
- Understands and navigates computerized inventory programs.
- Receives all items as well as storage and delivery of Food Service orders.
- Assembles new equipment for Custodial/Maintenance and Food Services as well as other departments as required.
- Transports district equipment but not limited to such items as lifts, mats, chairs, tables and departmental equipment to district buildings and or district functions that may include travel to other school districts and sites.
- Collects and arranges for disposal of recycled materials but not limited to: light bulbs, ballasts along with hazardous chemicals.
- Assists with removal and storage of withdrawn equipment from district and for subsequent resale.
- Arranges for shipment of returned items as needed.
- Performs work order tasks as required to completion and files appropriate paperwork with Maintenance Office.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Operates mechanical equipment including, but not limited to, mowers, vehicles, tractors, skid loaders and snow removal equipment.
- Operates hand held power equipment including, but not limited to saws, drills, grinders along with hand tools required for each task.
- Performs cleanup tasks after completion of projects.
- Assist in snow removal/plowing.
- Other duties as assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in institutional shipping and receiving employment or related positions.
- **Skills** to operate hand and power tools used in institutional applications and perform basic math to calculate measurements, quantities, etc and to interpret plans, blueprints and/or schematics as required.
- **Knowledge** of methods and use of materials, tools and equipment used in institutional maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, and possess an ability to multitask when required as well as understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License or CDL. Pass written and manipulative testing along with completion of 2 week trial period (for current staff.) Successful completion of orientation classes. All certifications must be completed within 24 months from date of hire.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Employee must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Incumbent must possess ability to demonstrate good judgment in decision making and to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls:     Yes     No
- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:
- {x} May be exposed to sun, rain, wind, snow
  - {x} May be exposed to extreme heat or cold
  - {x} May be exposed to confined spaces
  - {x} May be exposed to heights of more than 6 feet
  - {x} May be exposed to dust & dirt
  - {x} May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** LEAD CUSTODIAN (Sr. High)

**CLASSIFICATION:** V

**REPORTS TO:** Manager(s) Custodial Services

**FLSA STATUS:** \_\_\_ Exempt       Non-Exempt

**STATUS:**       Full Time      \_\_\_ Part Time

Hourly      \_\_\_ Salary

**DATE REVISED:** September 2008, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of "Lead Custodian" is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

**ESSENTIAL FUNCTIONS:**

- Provide training & leadership to custodial staff in his/her assigned building.
- Supervise 2<sup>nd</sup> shift custodial staff during regular cleaning hours.
- May conduct weekend building checks for security and mechanical purposes in absence of Head Custodian.
- Instructs substitute custodians when regular staff is absent.
- Substitutes for Head Custodian in their absence.
- Monitors maintenance to custodial equipment and reports to Head Custodian repair/replacement as necessary.
- Must be able to work from ladders of various heights.
- Operates folding bleachers where applicable for setup of athletic or other events.
- Responsible for snow removal around building entrances & sidewalks that are not accessible by Central Service plows.
- Inspects building for vandalism and files appropriate reports with police and building secretary.
- Assists Central Service staff when necessary by providing information or help.
- Performs light maintenance on building systems such as but not limited to replacement of light switches, receptacles and light ballasts.
- Contacts Mechanics during 2<sup>nd</sup> shift hours for emergency repairs to equipment and facilities.
- Monitors and records temperatures on milk coolers, refrigerators and freezers for food service during weekend building checks.
- Has understanding of building fire alarm systems and assists building staff with emergency & fire drills as necessary.
- Communicates regularly with Head Custodian & building principal.
- Empties trash receptacles in assigned area daily. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.



- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Other duties as assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License. Completion of orientation and 2 week trial period.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	{ } None	{ } 1-4 hrs	{ } 4-6 hrs	{x} 6-8 hrs
b. Sit	{ } None	{ } 1-3 hrs	{ } 3-5 hrs	{x} 5-8 hrs
c. Drive	{ } None	{x} 1-3 hrs	{ } 3-5 hrs	{ } 5-8 hrs
- Employee may use hands for repetitive: {x} Single Grasping    {x} Pushing & Pulling    {x} Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls: {x} Yes                    { } No
- Employee may need to:

- a. Bend             Frequently     Occasionally     Not at all
- b. Squat            Frequently     Occasionally     Not at all
- c. Climb Stairs     Frequently     Occasionally     Not at all
- d. Lift               Frequently     Occasionally     Not at all

5. Lifting:

- Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

- May be exposed to sun, rain, wind, snow
- May be exposed to extreme heat or cold
- May be exposed to confined spaces
- May be exposed to heights of more than 6 feet
- May be exposed to dust & dirt
- May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** HEAD CUSTODIAN (Jr. High)

**CLASSIFICATION:** V

**REPORTS TO:** Manager(s) of Custodial Services

**FLSA STATUS:** \_\_\_ Exempt       Non-Exempt

**STATUS**                     Full Time      \_\_\_ Part Time

Hourly            \_\_\_ Salary

**DATE REVISED:** September 2008, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of "Head Custodian" is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

**ESSENTIAL FUNCTIONS:**

- Provide training & leadership to custodial staff in his/her assigned building.
- Create overtime cleaning schedules for evening and weekend activities and submit to Manager(s) of Custodial Services.
- Supervise 2<sup>nd</sup> shift custodial staff during summer cleaning hours.
- Develop and assign work areas within the building in cooperation with Manager(s) of Custodial Services.
- Perform cleaning evaluations on each custodian in his/her assigned area quarterly and submit results to Manager(s) of Custodial Services.
- Conducts weekend building checks for security and mechanical purposes as well as training of substitutes when not available.
- Instructs substitute custodians when regular staff is absent.
- Maintains and orders inventory of custodial supplies from Central Services Warehouse.
- Monitors maintenance to custodial equipment and requests repair/replacement as necessary.
- Makes minor repairs to plumbing, heating and electrical systems such as but not limited to faucet repairs, drain repairs, flush valves, thermostats, switches, receptacles, light ballasts, etc., as well as locking devices, student lockers, doors & windows and reporting larger or more difficult maintenance items to Central Services for repair.
- Must be able to work from ladders of various heights.
- Operates folding bleachers where applicable for setup of athletic or other events.
- Manages operations of heating plants within assigned building which includes but not limited to addition of chemicals to boiler systems, recording of pressures and temperatures, filling and draining systems, weekly blow down of steam boilers, prepares boilers for summer inspections, cleaning flues, monitoring automated temperature controls (where applicable) and minor troubleshooting for repairs.
- Conducts water sampling of swimming pools and records test results.
- Maintains pool filtration equipment as needed and makes minor repairs to equipment.
- Attends educational classes to be certified as a Swimming Pool Operator.
- Reports pool repair needs to Central Services.
- Performs preventative maintenance tasks such as but not limited to filter changing, greasing, lubricating and replacement of belts on mechanical equipment such as but not limited to fans, blowers, compressors, motors, air conditioning & refrigeration equipment and pumps along with other related equipment.
- Responsible for snow removal around building entrances & sidewalks that are not accessible by Central Service plows.
- Inspects building for vandalism and files appropriate reports with police and building secretary.
- Assists Central Service staff when necessary by providing information or help.
- Loads/unloads food service transport vehicles.

- Provides supervisory coverage during lunch period in cafeteria or designates appropriate staff for the task (High School only).
- Buildings containing process kitchens shall have the exhaust vent filters removed/cleaned/replaced by Head Custodian along with cleaning the inside of hood enclosure as necessary.
- Monitors and records temperatures on milk coolers, refrigerators and freezers for food service during weekend building checks.
- Has understanding of building fire alarm systems and assists building staff with emergency & fire drills as necessary.
- Communicates regularly with building principal.
- Empties trash receptacles in assigned area daily. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Other duties as assigned.

#### QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.

- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License. Completion of orientation period and 2 week trial. Successful completion of Certified Pool Operator classes and annual refresher course. Incumbent must complete training within 12 months from date of hire.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls:     Yes     No
- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
- Environmental Exposure:
 

<input checked="" type="checkbox"/>	May be exposed to sun, rain, wind, snow
<input checked="" type="checkbox"/>	May be exposed to extreme heat or cold
<input checked="" type="checkbox"/>	May be exposed to confined spaces
<input checked="" type="checkbox"/>	May be exposed to heights of more than 6 feet
<input checked="" type="checkbox"/>	May be exposed to dust & dirt
<input checked="" type="checkbox"/>	May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** HEAD GROUNDS KEEPER

**CLASSIFICATION:** V

**REPORTS TO:** Manager(s) of Custodial Services

**FLSA STATUS:** \_\_\_ Exempt      X Non-Exempt

**STATUS:**            X Full Time      \_\_\_ Part Time

X Hourly      \_\_\_ Salary

**DATE REVISED:** June 2014, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of "Head Grounds Keeper" is for the purpose of providing maintenance and/or new installation to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to substitute in the absence of other skilled crafts personnel.

**ESSENTIAL FUNCTIONS:**

- Provides repair/replacement/service to all types of grounds related equipment such as but not limited to mowers, tractors, loaders, dump trucks, snow plows, painters, trimmers, saws and tillers.
- Installs/maintains signage and related equipment for district.
- Responsible for keeping ornamental, play areas and sports turf mowed and trimmed on a timely basis.
- Keeps trimming around buildings, walks, tracks and trees maintained.
- Manicures trees, shrubs and flower beds for overgrowth and weeding.
- Orders parts and makes repairs to district playground equipment reported by building staff.
- Coordinates/performs installation of playground safety surfacing.
- Performs work order tasks as required to completion and files appropriate paperwork with Maintenance Office.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Transports district equipment and supplies as necessary between facilities owned by the district.
- Operates mechanical equipment including, but not limited to, mowers, vehicles, tractors, skid loaders and snow removal equipment.
- Operates hand held power equipment including, but not limited to welders, saws, drills, grinders along with hand tools required for each task.
- Performs cleanup tasks after completion of projects.
- Monitors inventories of tools, equipment and supplies necessary to complete tasks.
- Marks district sporting fields and play areas for PE and athletic school activities
- Sprays herbicides as necessary for turf management at district facilities.
- Monitors irrigation equipment and arranges for repairs as necessary.
- Coordinates snow removal schedules with other Central Service staff.
- Responsible for assignments of full time, part time and seasonal grounds staff.
- Confers with Supervisor of Buildings & Grounds or designee, athletic director, assistant athletic directors, coaches and other staff regarding event schedules for field maintenance.
- Provides direction and training to workers who perform duties such as but not limited to: mowing, trimming, landscaping, pruning of trees & shrubs, weeding, lining athletic fields and snow removal.
- May inspect completed tasks by others to ensure conformance to specifications, standards and requirements.
- Demonstrates leadership for coworkers and sets the pace and possesses the ability for critical thinking to accomplish goals and tasks.
- Other duties as assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in institutional grounds maintenance or related trade.
- **Skills** to operate hand and power tools used in institutional applications and perform basic math to calculate measurements, quantities, etc and to interpret plans, blueprints and/or schematics as required.
- **Knowledge** of methods and use of materials, tools and equipment used in institutional maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License. Commercial Driver’s License (CDL) is required. Pass written and manipulative testing along with completion of 2 week trial period (for current staff.) Successful completion of orientation classes. Certified Arborist and field experience in horticulture is desirable but not required. All certifications must be completed within 24 months from date of hire.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Employee must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Incumbent must possess ability to demonstrate good judgment in decision making and to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls:  Yes     No
- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

{ } Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

- {x} May be exposed to sun, rain, wind, snow
- {x} May be exposed to extreme heat or cold
- {x} May be exposed to confined spaces
- {x} May be exposed to heights of more than 6 feet
- {x} May be exposed to dust & dirt
- {x} May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** HEAD CUSTODIAN (Senior High)

**CLASSIFICATION:** V-a

**REPORTS TO:** Manager(s) of Custodial Services

**FLSA STATUS:** \_\_\_ Exempt       Non-Exempt

**STATUS:**             Full Time      \_\_\_ Part Time

Hourly      \_\_\_ Salary

**DATE REVISED:** August 2008, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of "Head Custodian" is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

**ESSENTIAL FUNCTIONS:**

- Provide training & leadership to custodial staff in his/her assigned building.
- Create overtime cleaning schedules for evening and weekend activities and submit to Manager(s) of Custodial Services.
- Supervise day custodial staff and 2<sup>nd</sup> shift staff during summer cleaning hours.
- Develop and assign work areas within the building in cooperation with Manager(s) of Custodial Services.
- Perform cleaning evaluations on each custodian in his/her assigned area quarterly and submit results to Manager(s) of Custodial Services.
- Conducts weekend building checks for security and mechanical purposes as well as training of substitutes when not available.
- Instructs substitute custodians when regular staff is absent.
- Maintains and orders inventory of custodial supplies from Central Services Warehouse.
- Monitors maintenance to custodial equipment and requests repair/replacement as necessary.
- Makes minor repairs to plumbing, heating and electrical systems such as but not limited to faucet repairs, drain repairs, flush valves, thermostats, switches, receptacles, light ballasts, etc., as well as locking devices, student lockers, doors & windows and reporting larger or more difficult maintenance items to Central Services for repair.
- Must be able to work from ladders of various heights.
- Operates folding bleachers where applicable for setup of athletic or other events.
- Manages operations of heating plants within assigned building which includes but not limited to addition of chemicals to boiler systems, recording of pressures and temperatures, filling and draining systems, weekly blow down of steam boilers, prepares boilers for summer inspections, cleaning flues, monitoring automated temperature controls (where applicable) and minor troubleshooting for repairs.
- Performs preventative maintenance tasks such as but not limited to filter changing, greasing, lubricating and replacement of belts on mechanical equipment such as but not limited to fans, blowers, compressors, motors, air conditioning & refrigeration equipment and pumps along with other related equipment.
- Responsible for snow removal around building entrances & sidewalks that are not accessible by Central Service plows.
- Inspects building for vandalism and files appropriate reports with police and building secretary.
- Assists Central Service staff when necessary by providing information or help.
- Loads/unloads food service transport vehicles.
- Provides supervisory coverage during lunch period in cafeteria or designates appropriate staff for the task (High School only).
- Buildings containing process kitchens shall have the exhaust vent filters removed/cleaned/replaced by Head Custodian along with cleaning the inside of hood enclosure as necessary.

- Monitors and records temperatures on milk coolers, refrigerators and freezers for food service during weekend building checks.
- Has understanding of building fire alarm systems and assists building staff with emergency & fire drills as necessary.
- Communicates regularly with building principal.
- Empties trash receptacles in assigned area daily. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Other duties as assigned.

#### QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Completion of orientation period.

#### LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- 1. In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
  
- 2. Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
  
- 3. Employee may use feet for repetitive movement as in operating foot controls:  Yes     No
  
- 4. Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
  
- 5. Lifting:
  - Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
  - Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
  - Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
  - Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
  - Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
  
- 6. Environmental Exposure:
  - May be exposed to sun, rain, wind, snow
  - May be exposed to extreme heat or cold
  - May be exposed to confined spaces
  - May be exposed to heights of more than 6 feet
  - May be exposed to dust & dirt
  - May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** CARPENTER

**CLASSIFICATION:** VI

**REPORTS TO:** Manager(s) of Custodial Services

**FLSA STATUS:** \_\_\_ Exempt     X Non-Exempt

**STATUS:**     X Full Time     \_\_\_ Part Time

X Hourly     \_\_\_ Salary

**DATE REVISED:** October 2007, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of “Carpenter” is for the purpose of providing maintenance and/or new construction to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to substitute in the absence of other skilled crafts personnel.

**ESSENTIAL FUNCTIONS:**

- Repairs/replaces surfaces such as walls, floors, ceilings, door & window frames, exterior brick or siding and metal work at various facilities throughout the district.
- Constructs and installs cabinetry, countertops, shelving, white boards, tack boards and other items for classroom instruction and makes repairs for same.
- Maintains operable and fixed windows & doors such as glass repairs, hinges, door closers, levers and knobs along with locks as well as coordinates with outside contractors for repairs when necessary.
- Makes repairs to all district furniture such as tables, desks, chairs, filing cabinets, projection screens, windows blinds and shades, etc.
- Inspects roofs throughout district and makes minor repairs to flashings, coping, roof membranes, drains, caulking, etc. and reports major concerns to Manager(s) of Custodial Services.
- Performs work order tasks as required to completion and files appropriate paperwork with Maintenance Office.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Transports district equipment and supplies as necessary between facilities owned by the district.
- Operates mechanical equipment including, but not limited to, mowers, vehicles, tractors, skid loaders and snow removal equipment.
- Operates hand held power equipment including, but not limited to saws, drills, grinders along with hand tools required for each task.
- Performs cleanup tasks after completion of projects.
- Monitors inventories of supplies necessary to complete tasks.
- Setup/tear down of scaffolding or lifts as required for each task.
- Assist with snow removal/plowing.
- Other duties as assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in institutional building maintenance or related trade.

- **Skills** to operate hand and power tools used in institutional applications and perform basic math to calculate measurements, quantities, etc and to interpret plans, blueprints and/or schematics as required.
- **Knowledge** of methods and use of materials, tools and equipment used in institutional maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License. Completion of Supervisor/Contractor certification in handling of asbestos. Pass written and manipulative testing along with completion of 2 week trial period (for current staff.) Successful completion of orientation classes. All certifications must be completed within 24 months from date of hire.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Employee must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Incumbent must possess ability to demonstrate good judgment in decision making and to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls:     Yes     No
- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
- Environmental Exposure:
 

<input checked="" type="checkbox"/>	May be exposed to sun, rain, wind, snow
<input checked="" type="checkbox"/>	May be exposed to extreme heat or cold
<input checked="" type="checkbox"/>	May be exposed to confined spaces
<input checked="" type="checkbox"/>	May be exposed to heights of more than 6 feet

- {x} May be exposed to dust & dirt
- {x} May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** PAINTER

**CLASSIFICATION:** VI

**REPORTS TO:** Manager(s) of Custodial Services

**FLSA STATUS:** \_\_\_ Exempt     X Non-Exempt

**STATUS:**     X Full Time     \_\_\_ Part Time

X Hourly     \_\_\_ Salary

**DATE REVISED:** October 2007, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of "Painter" is for the purpose of providing new/restorative painting and/or refinishing to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to substitute in the absence of other skilled crafts personnel.

**ESSENTIAL FUNCTIONS:**

- Prepares and refinishes surfaces such as walls, floors, ceilings, door & window frames and metal work at various facilities throughout the district.
- Prepares and finishes wood surfaces as necessary on cabinetry, doors, siding, etc.
- Maintains painted instructional/athletic markings on gym floors.
- Performs work order tasks as required to completion and files appropriate paperwork with Maintenance Office.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Transports district equipment and supplies as necessary between facilities owned by the district.
- Operates mechanical equipment including, but not limited to, mowers, vehicles, tractors, skid loaders and snow removal equipment.
- Operates hand held power equipment including, but not limited to paint sprayers, saws, drills, grinders along with hand tools required for each task.
- Performs cleanup tasks after completion of projects.
- Monitors inventories of painting supplies and rotates stock.
- Disposes of outdated paint and supplies.
- Manages painting records for future reference.
- Setup/tear down of scaffolding or lifts as required for each task.
- Assist with snow removal/plowing.
- Other duties as assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in commercial building/grounds maintenance or related trade.
- **Skills** to operate hand and power tools used in commercial painting applications and perform basic math to calculate measurements, quantities, etc and to interpret plans, blueprints and/or schematics as required.

- **Knowledge** of methods and use of materials, tools and equipment used in commercial painting functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Successful completion of orientation classes.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Employee must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Incumbent must possess ability to demonstrate good judgment in decision making and to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls:     Yes     No
- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
- Environmental Exposure:
 

<input checked="" type="checkbox"/>	May be exposed to sun, rain, wind, snow
<input checked="" type="checkbox"/>	May be exposed to extreme heat or cold
<input checked="" type="checkbox"/>	May be exposed to confined spaces
<input checked="" type="checkbox"/>	May be exposed to heights of more than 6 feet
<input checked="" type="checkbox"/>	May be exposed to dust & dirt
<input checked="" type="checkbox"/>	May be exposed to chemically treated fluids



The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** PLUMBER

**CLASSIFICATION:** VI

**REPORTS TO:** Manager(s) of Custodial Services

**FLSA STATUS:** \_\_\_ Exempt     X Non-Exempt

**STATUS:**     X Full Time     \_\_\_ Part Time

X Hourly     \_\_\_ Salary

**DATE REVISED:** August 2008, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of “Plumber” is for the purpose of providing maintenance and installation of mechanical systems to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist and/or substitute for other skilled crafts as necessary.

**ESSENTIAL FUNCTIONS:**

- Troubleshoots, Repairs/Installs all types steam and hot water boilers, condensate collection equipment, pumps along with drive components such as bearings, belts, motors and other related equipment.
- Troubleshoots, Repairs/Installs various mechanical systems in the area of plumbing that include but are not limited to: potable water supplies, sewer and drainage systems, irrigation systems, heating hot water systems and their respective components.
- Troubleshoots, Repairs/Installs Food Service equipment including but not limited to: steam pots, kettles, ovens, mixers, coolers, freezers, heating wells/carts, sinks and dishwashing equipment.
- Performs work order tasks as required to completion and files appropriate paperwork with Maintenance Office.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Transports district equipment and supplies as necessary between facilities owned by the district.
- Operates mechanical equipment as required including but not limited to: vehicles, snow removal equipment, mowers, lifts, tractors and skid loaders.
- Operates hand held power equipment including, but not limited to, saws, drills, grinders, augers, weed trimmers, welders and torches along with hand tools required for each task.
- Ability to understand and operate computer controlled energy management systems.
- Assist with snow removal/plowing.
- Other duties as assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general building maintenance or related trade.
- **Skills** to operate hand and power tools used in general maintenance and custodial functions, perform basic math to calculate measurements, quantities, etc and to interpret plans, blueprints and/or schematics as required.
- **Knowledge** of methods and use of materials, tools and equipment used in general maintenance functions while applying standards for safe use of equipment.

- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Supervisor/Contractor certification in handling of asbestos, certification in backflow assembly testing, certified pool operator. Pass written and manipulative testing along with completion of 2 week trial period (for current staff). Certifications must be obtained within 24 months of hire.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls:     Yes     No
- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
- Environmental Exposure:
 

<input checked="" type="checkbox"/>	May be exposed to sun, rain, wind, snow
<input checked="" type="checkbox"/>	May be exposed to extreme heat or cold
<input checked="" type="checkbox"/>	May be exposed to confined spaces
<input checked="" type="checkbox"/>	May be exposed to heights of more than 6 feet
<input checked="" type="checkbox"/>	May be exposed to dust & dirt
<input checked="" type="checkbox"/>	May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** PREVENTATIVE MAINTENANCE TECHNICIAN

**CLASSIFICATION:** VI

**REPORTS TO:** Manager(s) of Custodial Services

**FLSA STATUS:** \_\_\_ Exempt       Non-Exempt

**STATUS:**       Full Time      \_\_\_ Part Time

Hourly      \_\_\_ Salary

**DATE REVISED:** June 2014, October 2014, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of "Preventative Maintenance Technician" is for the purpose of providing maintenance functions for building systems and mechanical equipment of indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to substitute in the absence of other skilled crafts personnel.

**ESSENTIAL FUNCTIONS:**

- Performs preventative maintenance tasks to building systems and mechanical equipment such as but not limited to: lubrication, changing drive belts, changing HVAC filters, pumps and food service equipment.
- Performs work order tasks as required to completion and files appropriate paperwork with Maintenance Office.
- Gathers data on new or replacement equipment and posts information to district maintenance management software system.
- Assigns and applies appropriate identification tags to new or replacement equipment.
- Creates and/or adjusts preventive maintenance schedules as required and confers with maintenance secretary when adjustments are made to maintenance management software.
- Assists in maintaining accurate records for all district equipment.
- Performs minor repair tasks to equipment as required.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Transports district equipment and supplies as necessary between facilities owned by the district.
- Operates mechanical equipment including, but not limited to, mowers, vehicles, tractors, skid loaders and snow removal equipment.
- Operates hand held power equipment including, but not limited to, saws, drills, grinders, augers, welders and torches along with hand tools required for each task.
- Assist with snow removal/plowing.
- Other duties as assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general building/grounds maintenance or related trade.
- **Skills** to operate hand and power tools used in preventative and general maintenance, perform basic math to calculate measurements, quantities, etc and to interpret plans, blueprints and/or schematics as required. Must possess ability to

operate electronic devices such as computers or hand held equipment for managing preventative maintenance information and be able to navigate various software for same. Should possess high level of organizational skill.

- **Knowledge** of methods and use of materials, tools and equipment used in preventative and general maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Certifications in preventative maintenance required. Licensing in plumbing, heating, ventilation and air conditioning, refrigeration or electrical also desirable but not required. Individuals should be willing to acquire necessary credentials within specified time determined by the Manager(s) of Custodial Services.

#### LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must be able to communicate in the English language.

#### REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to demonstrate good judgment in decision making and to seek proper counsel when in doubt.

#### PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls:  Yes     No
4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
5. Lifting:

<input type="checkbox"/>	Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
6. Environmental Exposure:

<input checked="" type="checkbox"/>	May be exposed to sun, rain, wind, snow
<input checked="" type="checkbox"/>	May be exposed to extreme heat or cold
<input checked="" type="checkbox"/>	May be exposed to confined spaces
<input checked="" type="checkbox"/>	May be exposed to heights of more than 6 feet
<input checked="" type="checkbox"/>	May be exposed to dust & dirt
<input checked="" type="checkbox"/>	May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CEDAR FALLS COMMUNITY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE:** HVAC/ ELECTRICAL TECHNICIAN

**CLASSIFICATION:** VII

**REPORTS TO:** Manager(s) of Custodial Services

**FLSA STATUS:** \_\_\_ Exempt      X Non-Exempt

**STATUS:**      X Full Time      \_\_\_ Part Time

X Hourly      \_\_\_ Salary

**DATE REVISED:** August 2008, November 2014, September 2016, November 2018, February 2020

**BASIC FUNCTION:** The job of "HVAC/Electrical Technician" is for the purpose of providing maintenance and installation of mechanical systems to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist and/or substitute for other skilled crafts as necessary.

**ESSENTIAL FUNCTIONS:**

- Troubleshoots, Repairs/Installs all types of heating, ventilating and air conditioning systems which includes but are not limited to pneumatic and electronic controls, temperature control devices, steam and hot water boilers, condensate collection equipment, pumps along with drive components such as bearings, belts, motors, variable frequency drives and other related equipment.
- Troubleshoots, Repairs/Installs various mechanical systems in the area of plumbing that include but are not limited to: potable water supplies, sewer and drainage systems, irrigation systems, heating hot water systems and their respective components.
- Troubleshoots, Repairs/Installs all types of electrical systems within buildings and on district grounds including but not limited to: lighting, power driven mechanical systems, high voltage electrical equipment and switch gear up to 600 volts, fused devices along with other electrical components and departmental equipment.
- Troubleshoots, Repairs/Installs Food Service equipment including but not limited to: steam pots, kettles, ovens, mixers, coolers, freezers, heating wells/carts, sinks and dishwashing equipment.
- Uses available technology and test equipment to troubleshoot repairs.
- Performs work order tasks as required to completion, posts work order notes to work order management software and files appropriate paperwork with Maintenance Office.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Transports district equipment and supplies as necessary between facilities owned by the district.
- Operates mechanical equipment as required including but not limited to: vehicles, snow removal equipment, mowers, lifts, tractors and skid loaders.
- Operates hand held power equipment including, but not limited to, saws, drills, grinders, augers, welders and torches along with hand tools required for each task.
- Ability to understand and operate computer controlled energy management systems.
- Assist in snow removal/plowing.
- Other duties as assigned.

**QUALIFICATIONS:**

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.



- **Experience Required:** High School diploma or general education degree (GED). Credentialing including journeymen licenses in one or more of the listed crafts or equivalent of four years of full time experience working under a journeymen tradesperson in the following crafts: electrical, plumbing, heating, ventilation, air conditioning and refrigeration.
- **Skills** to operate hand and power tools used in preventative and general maintenance functions in the mechanical trades of plumbing, heating, ventilation, air conditioning, refrigeration, steam and electrical trades. Ability to interpret plans, blueprints and/or schematics as required. Should have knowledge of building systems in the area of carpentry, roofing and masonry construction. Must possess ability to operate electronic devices such as computers or hand held equipment for managing maintenance information and be able to navigate various software applications for same. Should possess high level of organizational skill, priority setting/adjusting and ability to work unsupervised.
- **Knowledge** of methods and use of materials, tools and equipment used in general maintenance functions while applying standards for safe use of equipment. Applicant needs thorough understanding of local building codes.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver’s License. Certification in handling of refrigerants, supervisor/contractor certification in handling of asbestos, certification in backflow assembly testing, certified pool operator. Credentialing including journeymen licenses in one or more of the listed crafts or equivalent of four years of full time experience working under a journeymen tradesperson in the following crafts: plumbing, heating, ventilation, air conditioning, refrigeration or electrical.
- Pass written and manipulative testing along with completion of 2 week trial period (for current staff). Certifications must be obtained within 24 months of hire.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

**PHYSICAL REQUIREMENTS:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:  Single Grasping     Pushing & Pulling     Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls:  Yes     No
- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:
- { } Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
  - { } Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
  - {x} Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
  - { } Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
  - { } Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
6. Environmental Exposure:
- {x} May be exposed to sun, rain, wind, snow
  - {x} May be exposed to extreme heat or cold
  - {x} May be exposed to confined spaces
  - {x} May be exposed to heights of more than 6 feet
  - {x} May be exposed to dust & dirt
  - {x} May be exposed to chemically treated fluids
  - {x} May be exposed to fumes, vapors or smoke
  - {x} May be exposed to high decibel emitting equipment or high frequency noises
  - {x} May be exposed to constant work interruptions
  - {x} May be exposed to communicable illnesses; bodily secretions and excretions

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## APPENDICIES

CEDAR FALLS COMMUNITY SCHOOL DISTRICT  
PERFORMANCE EVALUATION  
**DISTRICT/BUILDING CLERICAL, CENTRAL SERVICES/CUSTODIAN, FOOD SERVICE, TECHNOLOGY SERVICES**

Name: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Position: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Rating Scale:

- Meets Expectations – Over the span of the appraisal period, performance typically met requirements of the position.
- Needs Improvement\* – Over the span of the appraisal period, performance fluctuated, sometimes falling below the requirements of the position.
- Unacceptable\* – Over the span of the appraisal period, performance consistently fell below the requirements of the position; continued employment is “at risk”.
- Not Applicable – a factor which was not expected during the appraisal period

Directions: The evaluation will be based on data gathered through direct observation by the supervisor, as well as that generated from other sources as determined by the supervisor. Comments should be provided to explain specifically areas where improvement is needed or performance is unacceptable. Comments should be provided to give concrete illustrative examples where performance meets expectations.

Rate each factor by marking with an “x”.

\*(NI) Needs Improvement or (UA) Unacceptable for any factor requires written actions to address the deficit.

Determine the overall job performance by reviewing ratings on all factors.

**INDIVIDUAL FACTORS**

1. **JOB KNOWLEDGE & SKILLS** – Job methods, procedures, practices, and responsibilities are well understood and reflected in job performance; exhibits continuous improvement and ongoing learning.

ME: \_\_\_\_\_ NI: \_\_\_\_\_ UA: \_\_\_\_\_ NA: \_\_\_\_\_

- a. Demonstrates knowledge of job requirements
- b. Follows required methods, procedures, and practices on assigned duties
- c. Performs tasks and responsibilities competently
- d. Able to perform with limited guidance
- e. Actively participates and contributes to discussions, shares knowledge with others
- f. Uses technology, tools, equipment, and systems correctly
- g. Exhibits good judgment in decisions
- h. Properly accounts for supplies of materials and inventory
- i. Participates in meetings, training, and special events
- j. Follows department, district, state, and federal procedures, policies, and regulations

Comments:

2. **QUALITY OF WORK** – Maintains high standards of production, safety, and quality

ME: \_\_\_\_\_ NI: \_\_\_\_\_ UA: \_\_\_\_\_ NA: \_\_\_\_\_

- a. Maintains a clean, neat, and orderly work area
- b. Properly maintains, stores, and uses equipment, materials, perishable products, etc.

- c. Keeps accurate, neat records, e.g. production sheets, transport sheets, student records
- d. Pays attention to detail: thorough, accurate, error free
- e. Prioritizes tasks and projects correctly
- f. Plans work to efficiently meet schedules and deadlines
- g. Organizes work for easy retrieval
- h. Takes personal responsibility for mistakes and takes corrective action
- i. If applicable:
  - 1) Handles confidential or sensitive information, e.g. student records, employee data, appropriately
  - 2) Follows appropriate security procedures in handling money
  - 3) Cash receipts balance
  - 4) Records transactions promptly

Comments:

3. QUANTITY OF WORK – The amount of work performed is evidence of high productivity; industrious; accountable for own fair share of work load; seeks additional tasks.

ME: \_\_\_\_\_ NI: \_\_\_\_\_ UA: \_\_\_\_\_ NA: \_\_\_\_\_

- a. Makes good use of work time
- b. Self motivated to work efficiently with high productivity
- c. Accomplishes assigned tasks
- d. Exhibits initiative

Comments:

4. ORGANIZATIONAL SKILLS – Exhibits ability to prioritize work; organizational skills enhance job productivity.

ME: \_\_\_\_\_ NI: \_\_\_\_\_ UA: \_\_\_\_\_ NA: \_\_\_\_\_

Comments:

5. SERVICE ORIENTATION – Professional, positive, and helpful approach with customers i.e. students, district employees and members of the public; displays loyalty toward the organization.

ME: \_\_\_\_\_ NI: \_\_\_\_\_ UA: \_\_\_\_\_ NA: \_\_\_\_\_

- a. Understands, accepts, and responds to directions and instructions
- b. Understands customer and District requirements and needs
- c. Takes initiative to address problems and to research realistic solutions to customer needs
- d. Conduct and performance enhance the image and reputation of the department and District
- e. Remains calm under pressure
- f. Accepts constructive criticism

Comments:

6. PROFESSIONAL APPEARANCE – Dress is acceptable for the job; appears clean, well-groomed and “professional”.

ME: \_\_\_\_\_ NI: \_\_\_\_\_ UA: \_\_\_\_\_ NA: \_\_\_\_\_

- a. Adheres to dress code requirements
- b. Wears all personal protective equipment as required, e.g. gloves, hairnet, hearing and eye protection, etc.
- c. Takes pride in appearance
- d. Exhibits good hygiene practices
- e. Maintains clean uniform

Comment:

### TEAM WORK AND COLLABORATION

1. CREATIVITY/PROBLEM SOLVING – Offers new ideas; suggests innovative and better ways of performing necessary tasks.

ME: \_\_\_\_\_ NI: \_\_\_\_\_ UA: \_\_\_\_\_ NA: \_\_\_\_\_

- a. Identifies and responds to problems effectively
- b. Identifies and reports problems as they arise
- c. Develops options to solve problems
- d. Makes appropriate and timely decisions
- e. Views problems as positive opportunities for improvement
- f. Actively participates and contributes to discussions

Comments:

2. INTERPERSONAL SKILLS – Works collaboratively with others; courteous; polite; pleasant, promotes positive image in contacts with co-workers and District customers.

ME: \_\_\_\_\_ NI: \_\_\_\_\_ UA: \_\_\_\_\_ NA: \_\_\_\_\_

- a. Displays confidence in self and others
- b. Works cooperatively with others
- c. Voluntarily assists others
- d. Maintains a positive and polite demeanor
- e. Shows genuine interest and concern for students and staff
- f. Listens carefully
- g. Chooses words thoughtfully and tactfully
- h. Offers improvement and suggestions constructively

Comments:

3. WRITTEN/VERBAL COMMUNICATION – Conveys information and ideas accurately and courteously to clearly meet the needs of the customer; transfers thoughts and ideas into speech and presents clearly.

ME: \_\_\_\_\_ NI: \_\_\_\_\_ UA: \_\_\_\_\_ NA: \_\_\_\_\_

- a. Follows appropriate lines of authority in making requests or communicating concerns
- b. Expresses thoughts and ideas in an understandable manner
- c. Uses appropriate media and forums for communication
- d. Expresses concerns constructively

Comments:

4. ADAPTABILITY & FLEXIBILITY – Willing to support new procedures, practices, work schedules, and assignments. Willingly takes direction and will modify preferred way of doing things.

ME: \_\_\_\_\_ NI: \_\_\_\_\_ UA: \_\_\_\_\_ NA: \_\_\_\_\_

Comments:

5. SAFETY – Provides safety and security for self and others through following proper safety procedures at all times.

ME: \_\_\_\_\_ NI: \_\_\_\_\_ UA: \_\_\_\_\_ NA: \_\_\_\_\_

- a. Understands and follows proper safety procedures for work inside and outside the building
- b. Works in a safe manner that does not endanger self and others
- c. Takes precautions to secure district property from theft and misuse
- d. Inspects materials and equipment for safety and efficiency
- e. Stores materials and equipment in safe and hazard-free environment
- f. Uses materials and equipment in a safe and efficient manner

Comments:

6. DEPENDABILITY – Reliable; punctual; consistent attendance; completes work accurately and in a timely fashion; stable and calm in a crisis or emergency; works independently when appropriate.

ME: \_\_\_\_\_ NI: \_\_\_\_\_ UA: \_\_\_\_\_ NA: \_\_\_\_\_

- a. Accepts and completes assignments within specified time frames
- b. Follows requirements of assignments and completes them accurately
- c. Follows attendance and punctuality requirements
- d. Reports to work on time
- e. Complies with scheduled work periods
- f. Attends all required meetings

Comments:

ADDENDUM  
SPECIALIZED RESPONSIBILITIES AND DUTIES FOR FOOD SERVICES

1. Supervisory Responsibilities

ME: \_\_\_\_\_ NI: \_\_\_\_\_ UA: \_\_\_\_\_ NA: \_\_\_\_\_

- a. Effectively coordinates staff assignments to ensure efficient operations
- b. Resolves personnel issues in a professional and confidential manner and informs the Food Service Supervisor of such actions
- c. Keeps accurate production records per state guidelines
- d. Assists in control of food and supply costs with proper handling and storage techniques
- e. Evaluate employee performance per District guidelines and in a fair and equitable manner

Comments:

2. Kitchen Management

ME: \_\_\_\_\_ NI: \_\_\_\_\_ UA: \_\_\_\_\_ NA: \_\_\_\_\_

- a. Monitor food preparation methods, portion sizes, and presentation of food to ensure that food is prepared and presented in an acceptable manner
- b. Investigate and resolve complaints regarding food quality, service or accommodations
- c. Arrange for equipment maintenance and repairs
- d. Maintain food and equipment inventories and keep accurate inventory records
- e. Review work procedures and operational problems in order to determine ways to improve service performance and/or safety
- f. Make sound decisions and judgments
- g. Recognizes and respects confidentiality

Comments:

**PERFORMANCE SUMMARY**

**Evaluator Comments:**

**Performance Improvements/Goals:**



**Employee Comments:**

**Overall Performance Rating (check one):**

- Meets expectations**
- Needs improvement**
- Unsatisfactory**

**This evaluation has been discussed with me by my supervisor. I have read and received a copy of this evaluation.**

\_\_\_\_\_  
**Evaluator Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

## APPLICATION PROCEDURES FOR INTERNAL CANDIDATES

To apply as an internal candidate for job openings, go to the Cedar Falls Schools website, [www.cfschools.org](http://www.cfschools.org). Click on the **Human Resources** tab, and click on **Employment Opportunities** in the drop down menu.

Scroll to the bottom of the page under the heading “**To Review Openings and Begin an Application**”, click on the link provided. This links you with the [www.teachiowa.gov](http://www.teachiowa.gov) website and will provide you with a listing of all the openings in the district and break them down into categories. You can choose the particular category you are interested in OR you can choose **All Vacancies** to review any or all postings. Click on the “**Apply**” button for the job you wish to apply for. This will then take you to the application process under [www.teachiowa.gov](http://www.teachiowa.gov).

\*If you have never submitted anything through Teachiowa, choose **START**. There will be some basic information that you will need to submit, along with setting up a password. Complete the requested information, particularly:

**Are you currently employed by one of the organizations listed below?”** Click **Yes**

Click on **Cedar Falls**.

**Do you wish to apply internally with this district?** Choose **Yes**, as this will allow you to see job postings that are available only to internal candidates within the district.

The **Vacancy Desired** section and **Position Desired** section will allow you check positions that you would like to be considered for. Make sure you have selected the job opening that you would like to be considered for internally.

**Supplemental Materials** section allows you to add files to your application. An updated resume is highly encouraged to upload.

**Confirmation section:** To formally be considered for the opening, click on the “**Submit Application**”.

**Close and Log Off**

\*If you have submitted something prior through Teachiowa, choose **LOGIN** to input your email address and password. This will allow you to “**EDIT**” your current information and then follow the instructions above.