



Job Title: **Weekend/Activity Custodian**

Job Family: **Custodial**

FLSA Status: **Non-Exempt**

Pay Program: **Classified**

Prepared/Revised Date: **September 2025**

Work Year: **12 months**

**SUMMARY:** Responsible for maintaining the cleanliness of facilities throughout the district. This position will support all buildings that are being used for activities on the weekends and after hours. This position will collaborate with our Activities department and Operations department to support events and address needs within our district. This position will be a Friday-to-Monday position to support the building's needs. The position will be responsible for doing building checks in all of our buildings on Saturdays and Sundays. This position will be on call during work hours to support a need at any of our facilities as needed. A qualified person must be able to manage personnel schedules and time, have a handle on custodial inventory and equipment, meet custodial expenditures, perform minor building repairs and maintenance, help with seasonal and special projects, support building use on weekends, and have a general understanding of building systems and operation across the district this will include academic areas, athletic areas, fine arts locations, and the equipment to support these areas.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required; however, the lists are not fully inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

JOB TASK DESCRIPTIONS:	Freq.	%
1. Perform cleaning duties, including removing trash and cleaning and/or sanitizing all locations' facilities, including, but not limited to, classrooms, restrooms, hallways, stairwells, common areas, offices, cafeteria, gymnasium, media center, locker rooms, auditoriums, stages, and custodial offices/storage areas. Secure doors and turn out the lights.	Daily	65
2. Assist with building operation for building use and events, including setting up and cleaning up, locking /unlocking areas for access, and supporting individuals using building areas. This will also include the usage of activity equipment.	Daily	5
3. Assists with staff, public, students, teachers, and community groups using the building during assigned shift. Answers questions, responds to requests, and/or directs individuals to appropriate personnel or building areas.	Daily	5
4. Perform building and site safety and operational checks, including inspecting for hazards, graffiti, and vandalism. Respond to fire alarms and burglar alarms. Report findings to supervisor.	Daily	5
5. Communicate with the Supervisor about issues and needs for the department.	Daily	5
6. Assist with maintaining outside grounds: mowing; edging; tree trimming; removing snow, ice, and gravel; cleaning outside windows, doors, and lighting.	Weekly	5
7. Perform seasonal, summer, and project cleaning as planned and	Quarterly	5

assigned by the Supervisor.		
8. Perform other duties as assigned.	As Needed	5

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Must be 18 years of age
- Recommended experience in general cleaning, chemical handling, and customer service.

**LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- District required background checks
- Must be 18 years old.
  - Current Driver's Licence Required
- Ability to complete a pre-hire, post-offer physical examination and pre-work screen. • Bloodborne pathogens, Right to know, Lift Training, First Aid, and Lockout/Tagout training required

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Basic problem-solving skills
- Ability to acquire skills necessary to operate various types of cleaning equipment.
- Ability to prioritize tasks and adapt to changes without notice.
- Ability to promote and follow Board of Education policies and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the relevant supervisor/administrator.
- Ability to provide customer service as a representative of DCG Schools to students, staff, and community members who are using our facilities.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of basic custodial cleaning equipment.

**REPORTS TO: Director of Custodial Services**

May occasionally take direction from the Head Custodians, Building Administration, and Activity department directors to prioritize daily activities.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for ensuring resources are used responsibly.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors, and mental functions described below are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Rarely	Under 1/3	1/3-2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or feel.				X

Reach with hands and arms				X
Climb or balance		X		
Stop, kneel, crouch, or crawl.			X	
Talk			X	
Hear				X
Smell		X		
Lift up to 10 lbs				X
Lift up to 25 lbs				X
Lift up to 50 lbs			X	
Lift up to 100 lbs		X		
Lift more than 100 lbs	X			
<b>Work Environment:</b>				
Wet or humid conditions (non-weather)		X		

Work near moving mechanical parts.		X		
Work in high precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		