STANDARD SCHOOL DISTRICT

Job Description

Job Title: Custodian

JOB SUMMARY

To provide safe, healthy, and orderly campuses; keep assigned buildings and grounds clean; and maintain security of school property.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Custodian Supervisor or Facilities and Transportation Director.

QUALIFICATIONS

Knowledge of:
Materials, disinfectants, equipment and methods used in custodial work.

Ability to:
Learn, use and maintain cleaning equipment and materials with skill and efficiency.
Learn and utilize tools in minor maintenance work.
Learn and utilize safe work practices.
Understand and carry out oral and written instructions.
Work effectively in the absence of supervision.
Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines:
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Some custodial experience is desirable.

Training: Formal or informal training which provides the ability to read and write at a level necessary for successful job performance.

License or Certificate: Possession of an appropriate, valid California driver license. Participation in DMV Pull Notice Program is required to operate district vehicles.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Follows written schedules in performing routine custodial functions; cleans classrooms, offices, restrooms, kitchens, cafeterias and other site facilities; operates and maintains cleaning equipment such as vacuum, buffer, floor cleaning and polishing machines, gasoline blowers, etc.
2. Normally assigned to work the evening shift; however, may be assigned to day shifts or other schedules as needed.
3. Sweep, mop, and wash floors; vacuum and clean rugs and carpets.
4. Dust, wash, and polish furniture and woodwork; polish metalwork.

5. Empty and clean waste receptacles. Clean markerboards; empty pencil sharpeners; stocks soap, towel and other dispensers.
6. Clean grounds and courts of buildings; clean other outdoor areas. Picks up paper, glass, litter and debris.
7. Clean and disinfects drinking fountains, telephones, trash cans and rest rooms.
8. Make minor, non-technical repairs including replacing light bulbs and fluorescent light tubes, replacing audiovisual equipment lights.
9. Lock doors and windows; maintain tight security of school property at all times.
10. Reports Safety Hazards and observes campus to prevent vandalism.
11. Removes graffiti
12. Applies pesticides in accordance with HSA 2000
13. Responds to emergency clean-ups; makes minor repairs as needed; observes and reports maintenance needs.
14. Sets up, moves and adjusts furniture and equipment as needed.
15. Assists with inventory and preparing lists for maintenance and replacement items.
16. May care for and displays flags
17. Clean lunch tables and adjacent areas.
18. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

1. Seldom	= Less than 25%	3. Often	= 51.75%
2. Occasional	= 25-50%	4. Very Frequent	= 76% and above

1	a.	Ability to work at a desk, conference table or in meetings of various configurations.
4	b.	Ability to stand and circulate for extended periods of time.
3	c.	Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
4	d.	Ability to hear and understand speech at normal levels.
3	e.	Ability to communicate so others will be able to clearly understand normal conversation.
3	f.	Ability to bend and twist, kneel and stoop, run and crawl.
1	g.	Ability to lift 50 lbs.
2	h.	Ability to carry 25 lbs.
2	i.	Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other duties as assigned.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.

(5/12)