CENTER JOINT UNIFIED SCHOOL DISTRICT

JOB TITLE: Custodian

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform a variety of cleaning and custodial functions at assigned site(s) for the purpose of maintaining safe and sanitary site building/facility.

SUPERVISOR: Director of Maintenance, Operations and Transportation

TYPICAL DUTIES:

1. Clean classrooms, restrooms, cafeteria, multipurpose rooms, libraries, offices and related facilities.
2. Sweeps, mops, scrubs, waxes, vacuums, and shampoos carpets and floors.
3. Cleans walls, furniture, windows, woodwork, chalk boards, chalk trays, and light covers.
4. Empties, cleans and lines trash receptacles.
5. Dusts furniture, window sills and shelves.
6. Responds to emergency cleanups such as spills, clogged drains and graffiti.
7. Performs minor maintenance and repair to buildings, fixtures, and equipment as necessary and as assigned.
8. Adjusts shades/blinds and desks.
9. Assembles and repairs furniture and equipment for the purpose of ensuring items are available and in safe working condition.
10. Requests equipment and supplies to maintain inventory and ensure availability of items needed to properly maintain facilities.
11. Informs others regarding activities, safety and/or proper maintenance of facilities.
12. Checks and refills towel, toilet paper, and soap dispensers.
13. Raises/lowers flags and sets up/takes down playground equipment.
14. Performs minor/touch-up painting and replaces lights and bulbs.
15. Picks up papers/debris and cleans walkways and entrances.
16. Operates a variety of equipment such as vacuums, floor cleaning and polishing machines, scrubbers, and steam cleaners.
17. Locks and unlocks doors, windows, and gates to ensure security of buildings and related areas; turns alarms on/off.
18. Sets up and arranges furniture and facilities for assemblies, lunch, meetings, and special events as assigned.
19. Inspects areas and grounds for vandalism, damage, and sanitary and safety hazards.
20. Reports hazards to appropriate authority and assists with work orders for major repairs needed.
21. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Proper cleaning methods, materials, tools supplies, and equipment associated with safe custodial work practices.
- Basic math to calculate accurate dilution of cleaning agents.
- The safe use and operation of equipment and chemicals used in custodial work.
- Proper care and maintenance of custodial equipment, tools and supplies.

Ability to:

- Understand and follow oral and written instructions in an independent manner.
- Use cleaning agents, equipment, and materials in a safe and effective manner.
- Stand for prolonged periods.
- Adhere to safe work practices.
- Perform a variety of tasks.
- Adjust to flexible assignments sometimes on short notice.
- Maintain routine records accurately.
- Work independently with minimal supervision.
- Meet and maintain the physical requirements necessary to safely and effectively perform required duties.
- Communicate effectively in both oral and written forms.
- Establish and maintain work relationships with those contacted in performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent.
- Prior job related experience in school or institution setting.
- Valid California Driver's License and evidence of insurability.
- TB Test clearance.
- Criminal Justice Fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in-person and telephone conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient mobility to move about the District and drive a vehicle.
5. Sufficient strength to lift 50 lbs. Or carry object weighing over 25 lbs.
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.
7. Sufficient abilities to push/pull, stoop, and reach/handle.