

Oak Grove School District

**JOB TITLE: CUSTODIAN (Night & Midday)**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To perform general cleaning and custodial functions in an assigned school site or facility. Employees in this classification receive indirect supervision from a school site administrator or his/her designee and within a well-defined framework of standard policies and procedures. Employees in this job class are normally assigned to night and midday shifts and exercise responsibility for the general cleanliness of assigned locations.

**TYPICAL DUTIES**

- Performs routine janitorial and custodial functions at assigned locations in the district
- Cleans classrooms, rest room, showers\*, locker rooms\*, shops\*, cafeteria\*, gymnasiums\*, offices, and related facilities
- Sweeps, mops, scrubs, waxes, and polishes floors
- Vacuums rugs and carpets
- Dusts furniture\*\* and empties trash from central receptacle
- Sets up buildings and rooms for meetings and special events upon request
- Cleans walls, furniture, windows, woodwork, and other equipment\*\*
- Reports safety, sanitary, and/or fire hazards to appropriate authority
- May replace lights\*\* (when assisted by other employee or custodian)
- Picks up papers or debris\*; rakes, sweeps
- Operates cleaning equipment such as vacuums, floor cleaning and polishing machines, scrubbers, etc.
- Safeguards school property
- Locks and unlocks doors and gates to ensure security of buildings and related areas
- Observes and reports the need for maintenance and/or safety repairs to Lead Custodian or Supervisor
- Responds to emergency cleanups such as spills and clogged drains and performs minor maintenance repairs as needed

**MINIMUM QUALIFICATIONS**

- Possession of a valid class C California Driver's License\*\*\*
- Knowledge of the safe use and operation of equipment and chemicals used in janitorial and custodial work

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MINIMUM QUALIFICATIONS (cont'd)

- Skill to read at a level sufficient to successfully perform required duties
- Skill to understand and follow both oral and written instructions in an independent manner
- Skill to safely use and apply cleaning equipment and materials
- Ability to meet the physical requirements necessary to safely and effectively perform required duties
- Skill to maintain effective work relationships with those contacted in the performance of required duties

\* Only midday custodians normally perform these duties.

\*\* Duties are performed only during vacation and summer periods by custodians who have a two school assignment.

\*\*\* Requirement for D.O. night custodian.