

WISEBURN UNIFIED SCHOOL DISTRICT

CUSTODIAN

DEFINITION:

Under general supervision, to keep an assigned school building or office space clean and orderly; may occasionally perform grounds, delivery or warehouse duties.

REPORTS TO: Site administrator or Director of Facilities, Maintenance and Operations

DISTINGUISHING CHARACTERISTICS: N/A

EXAMPLES OF DUTIES:

- Sweeps, scrubs, mops, waxes and oils floors, using a waxing machine when required. E
- Vacuums, shampoos and spot cleans carpets using vacuum cleaner and shampooer. E
- Dusts and polishes furniture and woodwork. E
- Empties and cleans waste receptacles. E
- Takes care of equipment and materials. E
- Cleans restrooms; refills paper towel and soap dispensers. E
- Washes windows and walls; polishes metalwork. E
- Assists in moving and arranging furniture and equipment and setting up auditorium or classrooms for special events or meetings. E
- Makes minor nontechnical repairs, replacing lights, adjusting shades or blinds, or adjusting desks and other furniture. E
- Cleans venetian blinds. E
- Scrapes, refinishes and rewaxes floors. E
- Sands and refinishes desks and furniture. E
- Maintains lunch areas in a clean and orderly manner. E
- Cleans and picks up paper on grounds and courts of building. E
- Assists in receiving, checking and storing school and custodial supplies. E
- Performs daily security checks. E
- Locks and unlocks gates, buildings and offices. E
- Raises and lowers flag. E
- Assists as needed in tasks associated with grounds, warehouse, and delivery duties. E
- Performs related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern cleaning methods and the preferred methods of cleaning and preserving floors, walls, carpets and fixtures
- Cleaning materials, disinfectants, and equipment used in custodial work
- The operation, use and normal maintenance of hand and power-driven equipment used in custodial work

Ability to:

- Quickly learn the schedules, procedures and use of tools used in custodial works
- Use common power-driven cleaning equipment
- Read and write at the level required for successful job performance and carry out oral and written directions
- Establish and maintain cooperative working relationships with fellow employees, students, faculty, and the public
- Perform heavy manual labor

Experience:

One year of experience in janitorial work.

Education and/or Licensure:

A high school diploma or its equivalent

WORKING CONDITIONS:**Environment:**

Indoor and outdoor working environment, subject to regular exposure to fumes, dust, and odors.

Physical Abilities:

Vision (which may be corrected)	to see small objects which may cause damage to equipment and to prevent injury to students and staff.
Hearing (Which may be corrected)	to operate equipment in presence of students and to determine any irregularities in equipment sounds.
Dexterity of hands and fingers	to operate and use cleaning equipment, make minor repairs, adjust clocks and sprinklers.
Sitting for prolonged periods of time	to vacuum, dust, operate cleaning equipment.
Bending at the waist	frequently
Strength	to lift, push, pull and carry objects which may weigh as much as 100 lbs. on a regular basis.
Smell	to distinguish strong odors which may warn of equipment malfunction or danger.

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Approved: 08/17/2022