

CUSTODIAN

DEFINITION

Under direct supervision, to perform routine cleaning work in the schools, offices, and other facilities of the District, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are entry level for custodial classes, and may be part-time positions. They are typically assigned to swing and/or night shifts and may include weekend schedules.

ESSENTIAL FUNCTIONS

Working from a prepared work schedule, sweeps, scrubs, waxes, polishes concrete linoleum, tile, and wood floors and vacuums rugs and carpets in offices, nurses and faculty rooms, classrooms, shop buildings, gymnasiums, libraries, recreation rooms, auditoriums, dining rooms, cafeterias, hallways, ramps and stairways.

Cleans and dusts walls, furniture, woodwork, hall lockers and other equipment.

Picks up paper and other refuse on grounds and sweeps walks and entrances.

Washes, scrubs and disinfects rest rooms and shower rooms.

Cleans windows, door glass, and drinking fountains.

Cleans and polishes metal work such as door panels and hand railings.

Empties and cleans waste containers.

Assists in moving or rearranging chairs, tables, desks, furniture, and other equipment.

Replaces light globes.

Makes minor repairs or adjustment in classroom furniture.

Maintains equipment used in the course of work.

Performs special custodial work as assigned by site administrator.

Reports safety, sanitary, and fire hazards.

Assists in the restoration of building and grounds during summer vacation.

Participates in grounds, gardening, and limited maintenance activities on occasion.

Assures that doors and windows are secure upon departure, and arm security system.

QUALIFICATIONS

Knowledge of:

Modern cleaning methods and the use and care of cleaning materials and equipment.

Ability to:

Understand and follow a work schedule and verbal and written directions; work cooperatively with others in the course of work; correctly demonstrate sufficient strength, mobility and range of motion to arm lift 53 pounds and floor lift 53 pounds in an employee entrance evaluation.

Experience:

One year of experience in custodial work.

Education:

Equivalent to completion of the twelfth grade.