

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	CUSTODIAN
Department:	Maintenance
Reports To:	Site Principal and Maintenance Supervisor and Director of Maintenance and Operations

SUMMARY:

An operational employee who is responsible for the day-to-day maintenance and cleaning of the buildings, classrooms, restrooms, offices and other areas to which the person is assigned. May do other light maintenance work as required (Painting, replacing electrical light and socket covers, replacing light bulbs, furniture assembly, adjustment, etc).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cleans classrooms, restrooms, cafeterias, multi-purpose rooms, gyms, offices and other school areas as assigned for the purpose of maintaining a sanitary, safe, and attractive condition.
- Water lawn and garden.
- Keep playground and outside areas clean including dumping outside trash cans.
- Assist teachers in furniture adjustment and moving.
- Keep paper towels, toilet tissue and soap receptacles filled etc.
- Cleans walls, windows, window sills, shelves, tables, desks, etc..
- Snake/plunge drains to clear.
- Setup/cleanup for special events (Basketball, football, volleyball, etc.). At sites with more than one custodian, all custodians will assist with setup/cleanup duties.
- Operates according to a schedule that is coordinated by the daytime Lead/Maintenance custodian, the Site Principal and/or the Director of Maintenance and Operations.
- Inspects the site to ensure safe conditions and to identify damages, breakages, etc. and to report any improper condition that can not be immediately remedied to the daytime Lead/Maintenance custodian.
- Makes minor repairs and adjustments to furniture and other district related equipment and facilities.
- During summer and other breaks, may perform a variety of work which may include: Stripping and waxing floors, cleaning carpets, deep cleaning of different areas of the site, and a variety of other minor general maintenance including painting, basic carpentry, basic plumbing tasks, etc., following a schedule that is coordinated by the daytime Lead/Maintenance Custodian, the Site Principal, and/or the Maintenance and Operations Director.
- Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) preferred but not required. Previous experience in the custodial field is preferred, but not required.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before or employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to pass a written and physical test. Some experience in building maintenance skills is preferred, but not required. Ability to establish and maintain working relationships with students, staff, and the community. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee will frequently bend, or twist, at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as bulk furniture. At times, an employee will be required to lift/move heavier items, which are only done using more than one employee to accomplish the task using the team lift approach. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.