

JOB DESCRIPTION

WU bg 1002

Maintenance & Operations

Washington Union School District

43 San Benancio Road

Salinas, CA 93908

Custodian

Purpose Statement

The job of Custodian is done for the purpose/s of maintaining attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

Essential Functions

- **Arranges** furnishings and equipment for the purpose of providing adequate preparations for meeting, classroom activities and special events.
- **Cleans** assigned school facilities (e.g. classrooms, offices, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- **Evaluates** situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- **Inspects** school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs do to vandalism, equipment breakage, weather conditions, etc.
- **Maintains** supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- **Repairs** furniture and equipment as maybe required for the purpose of ensuring that items are available and in safe working condition.
- **Responds** to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- **Secures** facilities and grounds (night shift) for the purpose of minimizing property damage, equipment loss and potential liability to organization.

Other Functions

- **Assists** other personnel for the purpose of supporting them in the completion of their work activities.
- **Attends** in service training (e.g. blood-bourne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.

Job Requirements: – Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single non-technical tasks with some need to upgrade skills due to changing job conditions; Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math including calculation of fractions, percent and/or ratios; interpret written procedures, write routine documents and speak clearly; and understand multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning; preserving floors, walls, fixtures, etc. cleaning materials; safety practices and procedures.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and coordinate a number of factors in the use of equipment. Flexibility is required to work with others; analyze data utilizing defined and similar processes; and operate equipment using various methods of operation. Ability is also required to work with a diversity of individuals; work with data of similar types and/or purposes; and utilize a variety of job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is limited; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team.

Responsibility

Responsibilities include; working under standardized instructions and/or routines; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 5% sitting, 70% walking and 25% standing. The job is performed under minimal temperature variations, some hazardous conditions, (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.) and in varying atmospheric conditions.

Experience: Job Related Experience is required.

Education: High School Diploma or Equivalent

Required Testing:

Drug/Alcohol Testing; TB Test

Continuing Educ. / Training:

Certificates & Licenses:

Clearances:

Criminal Justice Fingerprint Clearance

FLSA Status:

Salary Grade: Range 7