

Position: Custodian	FLSA: Non-exempt
Department: Maintenance & Operations	Salary Grade: 10
Reports to: Director of Maintenance & Operations or Designee	

### OVERALL OBJECTIVE AND SUMMARY

Under the direction of assigned supervisor, performs a variety of custodial duties, ensuring that classrooms, open areas, auditoriums, and gymnasiums are in safe, usable condition.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sweeps, vacuums, scrubs, mops, strips, waxes, and polishes floors.
- Washes windows, counters, and walls. Vacuums rugs and carpets.
- Performs a variety of dusting duties.
- Performs minor maintenance repairs to buildings and fixtures and determines when to refer more complex maintenance requirements to custodial team leader.
- Empties and cleans waste receptacles. Picks up paper. Picks up trash containers and empties into large bins.
- Moves furniture and equipment. Sets up meeting rooms, classrooms, and other school facilities for special meetings and events. Sets up equipment for athletic events.
- Deactivates/activates site alarm(s). Turns lights on and off. Unlocks and locks doors and gates. Raises and lowers flags. Washes walks and eating areas. Cleans drinking fountains.
- Picks up and delivers school supplies, furniture, or equipment.
- Maintains various custodial supplies and equipment used in the course of work.
- Checks doors, windows, and assigned area for vandalism. Reports safety, sanitary, and fire hazards.
- Performs other duties as assigned that support the overall objective of the position.

### QUALIFICATIONS

#### Knowledge of:

- The methods, materials, tools and equipment used in custodial care and routine facilities maintenance.
- Work hazards and safety procedures.
- The principles of report writing and record keeping.
- Proper materials and procedures used for cleaning purposes.

- Basic hand tools used in routine building maintenance.
- Communication skills to carry out routine communications encountered in the position.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform all of the essential duties of the position with limited supervision.
- Maintain tools and equipment in a working condition.
- Demonstrate knowledge of the buildings and grounds of the assigned site.
- Learn District operations, goals and objectives, specifically as they apply to the individual site.
- Read, understand and follow Material Safety Data Sheet (MSDS) guidelines.
- Communicate effectively, both orally and in writing.
- Understand and follow oral and written instructions.
- Write and maintain routine records, reports and correspondence.
- Communicate with a wide range of contacts within and outside of the assigned site.
- Clean and care for an assigned area and equipment.
- Work on own initiative without close supervision.
- Meet schedules and time lines.
- Plan and organize work.
- Establish and maintain cooperative and effective working relationships with others.
- Pass employee entrance evaluation.

PHYSICAL ABILITIES

This position requires:

- The ability to walk, bend, stoop and perform repetitive arm and shoulder motions with moderate exertion.
- Lift light to medium weight materials or equipment up to 50 pounds on a frequent basis, pushing, pulling, or guiding over 50 pounds on an occasional basis.
- The ability to operate and maneuver demanding equipment such as floor polishers, carpet cleaners, and extension window cleaners.
- Visual acuity and depth perception to operate equipment and read safety materials.
- Auditory ability to carry on conversations in person and over the phone.

EDUCATION AND EXPERIENCE

A high school diploma or equivalent is desired. Additional experience may substitute for education. Three years of prior custodial experience is desired.

LICENSES AND CERTIFICATES

Requires valid California driver's license.