

HAMILTON UNIFIED SCHOOL DISTRICT

Job Description

JOB TITLE: DISTRICT CUSTODIAN

| | | | |
|---------------|-----------------------------------|------------|-----------------------|
| SALARY RANGE: | Range 9 | DIVISION: | Classified |
| DEPARTMENT: | Maintenance & Transportation | LOCATION: | District (all sites) |
| REPORTS TO: | Director of Maintenance & Transp. | WORK YEAR: | 12 Months (Part time) |
| APPROVED BY: | Governing Board | DATE: | December 14, 2022 |

SUMMARY: Under the direction of the Director of Maintenance & Transportation, the District Custodian is to follow a schedule performing custodial and light maintenance duties required to maintain assigned rooms, equipment, buildings and adjacent areas in a clean, orderly and secure manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

1. Perform the full range of custodial and light maintenance duties involved in cleaning and maintaining assigned rooms, equipment, buildings and adjacent areas.
2. Sweep, scrub, mop, wax, and polish floors; vacuum rugs and carpets.
3. Dust, wash, and polish furniture and woodwork.
4. Wash windows, walls, sinks, and fountains.
5. Clean restrooms; fill paper and soap dispensers.
6. Clean metalwork.
7. Clean chalkboards, whiteboards, and trays.
8. Clean, stack, and store furniture and equipment.
9. Perform special custodial work for faculty members or supervisors, including moving, arranging and setting up furniture and equipment for sporting and special events and meetings.
10. Turn out lights and secure area by setting alarms, locking doors, windows, and gates.
11. Empty and clean pencil sharpeners and waste receptacles.
12. Perform routine grounds keeping duties, including picking up paper and other refuse and debris on grounds, sweeping sidewalks and entrances.
13. Maintain equipment used in the course of work; report any emergency, safety, health, or fire hazards observed.
14. Operate a variety of hand and power equipment and tools, including buffer, wet/dry vacuum cleaners, drills, sanders and other custodial equipment and tools.
15. Transport goods from one location to another as assigned; unload supplies off trucks.
16. Assist in performing routine custodial duties using custodial hand and power tools, including minor repairs.
17. Direct students assigned to community service/campus detail duties.
18. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

1. Basic methods, materials, and equipment used in cleaning and maintaining various types of

- building surfaces, furniture and equipment.
2. Occupational hazards and standard safety practices necessary in the area of custodial work.

Ability to:

1. Operate a wide variety of equipment and tools required for custodial work in a safe and effective manner.
2. Operate a motor vehicle safely.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or General Educational Development (GED) equivalency certificate is required and one year of related experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating, and maintenance instructions. Ability to complete forms legibly and with accuracy.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES AND LICENSES: Valid California Driver's License (required by the first day of service).

OTHER SKILLS AND ABILITIES: Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and board policies.

PHYSICAL DEMANDS: The physical demands 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, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing these job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.