

CLASSIFIED JOB DESCRIPTION

CUSTODIAN I

JOB SUMMARY:

Under general supervision, keeps an assigned building space or facility complex clean, sanitary, safe, secure, and orderly; maintains areas and grounds outside of a school or district building; performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Cleans floors, sinks, chalkboard, carpets, classrooms, restrooms, inside fountains, windows, walls (inside and out), trash cans, doors (inside), and ashtrays.
- Adjusts desks and timers.
- Waxes floors and office furniture.
- Secures building, doors, windows, and gates.
- Disposes trash, and contaminated waste debris in the vacuum tank.
- Replenishes custodial supplies (dispensers, towels, soap, toilet paper, and paper cups).
- Reports repair needs, replacement needs, lights, vandalism, graffiti, and emergency repairs.
- Replaces trash can liners, vacuum bags, and mop heads.
- Performs minor repairs to custodial equipment.
- Sets up/Breaks down multipurpose room and auditorium.
- Provides assistance to authorize facilities users (i.e. youth groups, PTA, exercise classes).

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Some recent experience in janitorial work preferred.
- Ability to understand and carry out oral and written directions; maintain a schedule for periodic cleaning of assigned facilities; observe and report needs for maintenance; perform without immediate supervision.
- Thorough knowledge of methods, materials, safety practices and equipment used in janitorial work; public relations.
- High school diploma or GED required.