

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Custodian – GYM Matron

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

One year of experience in manual labor, custodial or similar type job.

Education:

High school diploma or equivalent.

License Requirements:

Possess a valid California Vehicle Operator's License.

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under the supervision of the School Principal or Head Custodian and Manager of Operations and Maintenance performs custodial duties to keep buildings and office areas clean and orderly and to maintain grounds work of routine or semi-skilled nature.

SPECIFIC RESPONSIBILITIES

1. Sweeps, scrubs, mops, waxes and finishes floors and vacuums rugs and carpets
2. Dusts and polishes classrooms and furniture, washes windows and walls and polishes metalwork
3. Assists with care and cleaning of restrooms, kitchens and cafeterias
4. Assists with moving and setting up furniture for special events
5. Makes minor non-technical repairs and adjustments
6. Picks up debris on ground and keeps them clean
7. Plants, cultivates, prunes, fertilizes and waters plants and lawn
8. Operates lawn tools and light motorized equipment including mowers, edger's and sprayers
9. Performs other related duties as directed

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and the ability to work cooperatively with others.

Knowledge of:

- Janitorial supplies, equipment and methods;
- vehicle operation and routine maintenance of cafeteria equipment.

Ability to:

- Clean and care for wall surface, floors and equipment;

- follow oral and written directions;
- maintain simple records connected with receipt and storage of custodial and/or kitchen supplies;
- work cooperatively with staff, students and fellow workers.

AK:wmd
Approved: 08/10/82
03/27/00