

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Custodian- Athletics

Classification: Classified

FLSA: Non-Exempt

Reports to: Site Administrator

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of custodial experience.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License Requirement:

Possess a valid California Driver's License.

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under the supervision as assigned by the High School Principal or District Athletics Director, performs a variety of work in the issuance, storage and maintenance of equipment, supplies, and uniforms for competitive sports and physical education programs; and performs custodial maintenance duties for the athletic department.

SPECIFIC RESPONSIBILITIES

1. Maintains physical education and competitive sports equipment and supplies in good repair and in sanitary condition; distributes equipment and supplies to students; maintains records of equipment loaned to students.
2. Collect equipment from students after use; inspect for damaged equipment; repair or replace damaged equipment.
3. Repair, clean and store equipment not in use; maintain inventory of equipment; control, issue and launder, and maintain clothing and towels used by students and staff.
4. Set up and take down equipment for physical education and athletic events.
5. Issue lockers to students; maintain records of lockers; change locker lock combinations; assist with security of the locker room and restrooms during class time and between classes.
6. Assist athletics and physical education directors in budget preparation for equipment and supplies; perform a variety of custodial maintenance in the locker room, equipment room and related areas; maintain areas in a clean and orderly condition.
7. Sweeps, scrubs, mops, waxes and finishes floors and vacuums rugs and carpets

AK:wmd

03/00

JOBDES32

8. Dusts and polishes classrooms and furniture, washes windows and walls and polishes metalwork
9. Assists with care and cleaning of restrooms, kitchens and cafeterias
10. Assists with moving and setting up furniture for special events
11. Makes minor non-technical repairs and adjustments
12. Picks up debris on ground and keeps them clean
13. Plants, cultivates, prunes, fertilizes and waters plants and lawn
14. Operates lawn tools and light motorized equipment including mowers, edger's and sprayers

15. Perform a variety of custodial duties.
16. Perform related duties and responsibilities as required.

SPECIFIC QUALIFICATIONS

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

Knowledge of:

- Materials and equipment used in wide variety of team and individual sports.
- Care and repair of athletic equipment.
- Recordkeeping techniques.
- Basic sewing for repairing uniforms.
- Methods, materials, tools and equipment used in custodial and routine maintenance.
- Standards of cleanliness for custodial maintenance.
- Janitorial supplies, equipment and methods;
- vehicle operation and routine maintenance of cafeteria equipment.

Ability to:

- Maintain and repair athletic equipment and clothing.
- Maintain records and prepare reports.
- Perform custodial maintenance.
- Clean and care for wall surface, floors and equipment;
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently in the absence of supervision.

SPECIFIC REQUIREMENTS:

Valid California driver's license, incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by Central Unified School District.

WORKING CONDITIONS:

ENVIRONMENT:

- Athletics facilities, storage facilities, various school sites.
- Fast-paced work with regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
Understandable voice and speech patterns.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to twenty five (25) pounds and occasionally lift and/or move up to fifty (50) pounds.

