

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: CUSTODIAN

Classification:	Classified	Work Year:	251 Days
Department:	School Sites / District Office	Board Approval:	03/05/1992
Reports To:	Principal / Director F.M.O.T.	Work Year Revision:	07/01/2014
Salary Range:	Classified Salary Schedule, Range 14		

BASIC FUNCTION:

To perform cleaning and custodial functions at assigned site(s) and perform routine groundskeeping and maintenance duties in the upkeep of District buildings and facilities.

REPRESENTATIVE DUTIES:

- Under the direction of the lead custodian performs responsible janitorial and custodial functions at assigned site(s).
- Cleans classrooms, rest rooms, cafeteria, multipurpose rooms, libraries, offices, and related facilities.
- Sweeps, mops, scrubs, waxes, vacuums, and shampoos carpets and floors.
- Cleans walls, furniture, windows, woodwork, chalk boards, chalk trays, and light covers.
- Empties, cleans, and lines trash receptacles.
- Dusts furniture, window sills, and shelves.
- Responds to emergency cleanups such as spills and clogged drains.
- Performs minor maintenance and repair to buildings, fixtures, and equipment, adjusts shades/blinds and desks; assembles furniture.
- Performs routine groundskeeping duties as assigned which may include mowing, weeding, and watering lawn.
- Checks and refills towel, toilet paper, and soap dispensers.
- Raises/lowers flags; sets up/takes down playground equipment.
- Performs minor/touch-up painting; replaces lights.
- Picks up papers and debris; cleans walkways and entrances.
- Operates equipment such as vacuums, floor cleaning and polishing machines, scrubbers, steam cleaners, lawn mowers and trimmers.
- Locks and unlocks doors, windows, and gates to ensure security of buildings and related areas; turns alarms on/off.
- Sets up and arranges furniture and facilities for assemblies, lunch, meetings, and special events as assigned.
- Inspects areas and grounds for vandalism, damage, and sanitary and safety hazards.
- Reports hazards to appropriate authority and prepares work orders for major repairs needed.
- Assists in performing a variety of general maintenance tasks during summer months under the direction of the Director of Maintenance including painting, light electrical work, carpentry, and plumbing as assigned.
- Performs other duties similar to the above in scope and function as required.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid and appropriate California Driver's License.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern cleaning methods, materials, tools, and equipment associated with custodial work;
- Routine groundskeeping methods and practices;
- The safe use and operation of equipment and chemicals used in custodial and groundskeeping work;
- The care and maintenance of custodial and groundskeeping equipment and tools.

ABILITY TO:

- Understand and follow oral and written instructions in an independent manner;
- Communicate effectively in both oral and written forms;

- Safely use cleaning agents, equipment, and materials;
- Keep simple records;
- Perform general gardening and custodial work;
- Meet the physical requirements necessary to safely and effectively perform required duties;
- Establish and maintain work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

- Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.

PHYSICAL ABILITIES:

- Requires great physical demand for strength and endurance, involving heavy physical exertion.
- Ability to lift over 50 lbs. and carry any object up to 25 lbs. on a continuous basis.