JOB DESCRIPTION

JOB TITLE: Custodian I

Job Family: Maintenance & Operations

Range: 24

Job Purpose Statement/s: The job of "Custodian I " is done for the purpose/s of performing routine cleaning and custodial functions at an assigned school site(s) or facilities.

Essential Job Functions:

* **Performs** routine janitorial and custodial functions at assigned sites/plants.
* **Keeps** building and premises, including sidewalks, driveways and play areas, neat, clean and safe at all time.
* **Cleans** classrooms, rest rooms, showers, locker rooms, shops, cafeteria, gymnasiums, kitchens, offices and related facilities.
* **Sweeps**, mops, scrubs, waxes and polishes concrete, linoleum, tile and wood floors, door panels and hand railings.
* **Vacuums** rugs and carpets.
* **Dusts** furniture, empties and cleans trash receptacles.
* **Cleans** walls, furniture, windows, woodwork and other equipment.
* **Cleans** door and window glass and drinking fountains.
* **Replaces** lights and makes minor maintenance repairs.
* **Picks** up papers and debris, cleans walkways and entrances.
* **Operates** cleaning equipment, such as vacuums, floor cleaning and polishing machines, scrubbers, etc.
* **Locks** and unlocks doors and gates to ensure security of buildings and related areas.
* **Assists** in set-up of buildings and rooms for meetings and special events upon request to include arranging chairs, desks, equipment, etc.
* **Responds** to emergency cleanups, resulting from breakage, vandalism, spills, clogged drains or illness.
* **Observes** and reports the need for maintenance repairs to appropriate authority.
* **Secures** facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Repairs** furniture and equipment for the purpose of ensuring that items are available and in safe working condition.
* **When** not engaged in custodial activities, may assist as required in a variety of maintenance and grounds work throughout the District involving heavy manual labor and semiskilled tasks.
* **Responds** to emergency cleanups, resulting from breakage, vandalism, spills, clogged drains or illness.

* **Secures** facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.

Job Requirements - Qualifications:

* **Experience Required**: Prior job related experience in school or institutional setting.

* **Skills, Knowledge and/or Abilities Required**:

  Skills to use cleaning agents; supplies and equipment; perform basic math to calculate accurate dilution of cleaning agents.

  Knowledge of methods and use of cleaning materials, equipment, and supplies, safe work practices. Read, understand and follow oral and written instructions at a level sufficient to successfully perform required duties.

  Abilities to stand for prolonged periods, follow oral and written instructions, adhere to safe work practices, work independently with minimal supervision, perform a variety of tasks, adjust to flexible assignments often with short notice, and communicate with students, staff and the public. Significant physical abilities include lifting/carrying/pushing/pulling, stooping, reaching/handling, near/far visual acuity/depth perception.

* **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required**: Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test.