



LOWELL JOINT SCHOOL DISTRICT

CUSTODIAN

Classified Salary Schedule
Range 18

JOB SUMMARY:

Under supervision, is responsible for performing average, routine, repetitive tasks in the cleaning and care of buildings, grounds, and furniture. The Custodian normally works a night shift.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Sweeps, scrubs, mops and waxes floors and vacuums rugs using brooms, dust mops, and vacuums.
- Dusts and washes walls, chalk trays, woodwork, lockers, windows, and other equipment.
- Cleans desks, doors, and counters.
- Washes, scrubs, and disinfects restrooms and shower rooms and fixtures using industrial cleaners, scouring powders and other cleaning compounds.
- Empties and cleans waste baskets or trash cans from rooms and offices; hauls heavy containers to trash barrels or dumpsters.
- Operates industrial machinery such as shampooers, vacuum cleaners and floor polishers.
- Cleans campus grounds of debris, graffiti, and cob webs.
- Replaces light bulbs and fluorescent lamps.
- Makes minor non-technical repairs to buildings and equipment.
- Performs inspections of buildings, fire extinguishers and lights.
- Keeps inventory and requisitions supplies and materials.
- Performs special work order requests.
- Sets up tables, chairs and rooms for special meetings and events.
- Secures facility and sets alarms.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Methods, and materials used in cleaning of walls, floors, furniture and fixtures.
- Proper use and care of custodial equipment.
- Safety equipment, valves, and switches.

Ability to:

- Safely use and maintain equipment and materials used in custodial work.
- Read and write English sufficiently to read labels, follow directions, and write instructions that relate to assigned duties.
- Understand and follow a work schedule.
- Perform the duties of a rigorous work schedule that includes lifting, moving, loading or unloading heavy objects, including heavy trash containers and boxes of supplies and materials.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with school administrators, staff, students and the general public.
- Lift and move objects weighing up to 50 pounds.

Education/Training/Experience:

Graduation from high school or its equivalent. One year of paid custodial or institutional housekeeping experience.

Licenses/Certificates/Special Requirements:

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include driving, walking and standing for extended periods of time. Employees will frequently bend at the neck and trunk while performing the duties of this job and will work near moving mechanical parts and motorized equipment to load and unload or move materials. The employee will engage in heavy labor including the ability to lift and/or move up to 50 pounds such as food, cases of paper and materials. Occasionally the employee will lift and/or move up to 75 pounds such as tables, rolling equipment, pallets, and up to 100 pounds with assistance. Hearing and speaking abilities to exchange information and specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands:

Employee must be able to use written and oral communication skills; read and interpret data, information, and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact cooperatively with District staff, managers, instructors, vendors, contractors, other organizations, and the general public; occasionally required to deal with conflict situations.

Work Environment:

While performing the duties of this job, the employee works in indoor, outdoor, office shop and construction environment. The employee will work with noise from equipment operation. The employee will be on call. The employee will travel to a variety of schools and off-site facilities for meetings. Noise level in the work environment is usually moderate and occasionally will be very loud.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

12 months per year, 5 days per week, 8 hours per day