

SONORA UNION HIGH SCHOOL DISTRICT

CUSTODIAN Job Description

DEFINITION

Keep assigned building spaces clean and orderly, prepare rooms for meetings and maintain the security of facilities.

CLASS CHARACTERISTICS

Positions in this class perform work which is structured and which is performed in accordance with established instructions. Incumbents may be expected to perform tasks in the maintenance and grounds areas at a skilled level, as a helper or independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned*

- Sweeps, scrubs, waxes and polishes concrete, linoleum, tile and wood floors in classrooms, offices and other related building structures
- Cleans and shampoos carpets; dusts furniture; cleans chalkboards
- Cleans and disinfects restroom walls, doors, mirrors and facilities
- Replenishes restroom supplies and empties and cleans waste receptacles
- Cleans and polishes metal work such as drinking fountains, door panels and handrails
- Replaces fluorescent lamps
- Sets up classrooms for activities or meetings by moving tables, chairs and other related items
- Makes minor repairs on linoleum floors
- Glues and otherwise repairs runs, breaks and seams in carpets
- Seals and varnishes hardwood floors
- Drives a dump truck to disposal site
- Makes repairs to student furniture on a time-available basis by replacing worn parts
- Makes minor repairs on a variety of non-technical equipment
- Paints interior and exterior of buildings as a crew member during the summer recess

LICENSE REQUIRED

- Valid California Driver's License

GENERAL QUALIFICATIONS

Knowledge of:

- Basic custodial equipment and materials
- Cleaning methods
- Surface preservation procedures
- Appropriate safety precautions and procedures

Ability to:

- Learn schedules, procedures and the use of tools and equipment used in custodial work
- Work without immediate supervision

- Learn to use cleaning materials, disinfectants and equipment used in custodial work
- Operate a vehicle observing legal and defensive driving practices, may be required
- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course of work
- Establish and maintain working relationships with students, staff, subordinates, and supervisory employees
- Perform duties with awareness of all District requirements and Board policies

TRAINING AND EXPERIENCE

Any combination of training, education and experience; which demonstrates an ability to perform the duties of the position such as some experience performing cleaning or janitorial work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical Demands:

- Work involves frequent lifting, pushing or pulling of objects which frequently approximate 50 pounds and may occasionally lift/push/pull in excess of 100 pounds with assistance
- Frequent standing and walking
- Work at heights above the ground
- Employee must frequently squat, stoop or kneel, and bend or twist

Other Conditions:

- May be assigned to shifts which are subject to periodic rotation
- Duties may be different during periods of student vacation
- May be required to work with harsh or toxic substances
- May be required to work around foul odors
- Consistent and regular attendance is essential

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Board Approved: April 20, 1999