

# VALLE LINDO SCHOOL DISTRICT

## **JOB/TITLE: CUSTODIAN**

### **POSITION SUMMARY**

Under general supervision of the site administrator, Superintendent, or designee, keeps assigned building areas clean, sanitary, safe and orderly following a predetermined schedule; sets up rooms for special events or meetings; responds to unexpected and emergency clean-ups; secures buildings; performs outdoor cleaning and general grounds duties as assigned; and related work as required.

### **DUTIES AND RESPONSIBILITIES**

- Sweep, mop, scrub and wax floors
- Vacuum rugs and carpets; dust, wax, wash and polish furniture and woodwork
- Clean restrooms, sweep sidewalks, wash windows; arrange furniture and equipment for special activities
- Move furniture
- Fill soap, towel and tissue dispensers
- Mop cafeteria and kitchen floors, wash tables and benches; clean eating areas
- Observe and report the need for repairs; secure buildings at end of shift
- Empty and clean trash and garbage cans
- Participate in thorough cleaning of the school during summer vacation including washing walls, cleaning light fixtures, cleaning and polishing furniture, stripping and waxing floors
- Perform simple outdoor duties, such as hand watering, turning on/off sprinklers, washing down walkways, picking up trash and litter

### **JOB REQUIREMENTS/QUALIFICATIONS**

Ability to:

- Learn the schedules, procedures and materials used in custodial work
- Perform medium to moderately heavy manual work activities
- Stand and walk during most of the work shift
- Efficiently and effectively use cleaning materials, supplies, equipment, and safety gear
- Understand and carry out written and oral instructions
- Establish and maintain cooperative working relationships
- Receive constructive criticism and modify work appropriately
- Adhere to safe working practices, procedures and protocols, such as when working with hazardous materials, cleaning chemicals, and blood borne pathogens (e.g., blood, vomit, fecal matter)
- Work in both hot and cold weather conditions, indoors and outdoors

### **WORK ENVIRONMENT**

- Strength: medium/heavy; exert force to 50-100 lbs. occasionally; 25-50 lbs. frequently; up to 10-20 lbs. constantly
- Physical Demands: frequent standing, walking, pushing, pulling, carrying, stooping, reaching, kneeling, handling, repetitive large and fine motor activities, talking, and hearing; occasional climbing, balancing, crouching, and crawling; hearing and speech to communicate in person or over the telephone
- Environmental Conditions: climate-controlled office setting and exposure to weather with temperatures ranging from mild to moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### **EXPERIENCE AND EDUCATION REQUIREMENT**

- Completion of high school or General Education Diploma (GED)
- Six months of custodial or other housekeeping experience preferred
- Possession of a valid California Driver's License

### **PRIOR TO EMPLOYMENT THE FOLLOWING MUST BE COMPLETED**

- TB clearance
- Department of Justice finger print clearance
- Pre-employment physical by a District-appointed physician, including test for illegal controlled substances

**Qualified applicants, who meet the minimum requirements, will participate in a written examination and technical oral interview, which will demonstrate the required knowledge and skill for this classification.**