

BUENA PARK SCHOOL DISTRICT

CUSTODIAN I

DEFINITION:

Under general supervision of the school principal, to independently maintain an assigned school facility, group of buildings, or office space in a clean, orderly and secure manner following a predetermined schedule; and to do other related work as required.

EXAMPLES OF DUTIES:

Sweeps, mops, strips, waxes and seals floors; vacuums rugs and carpets; dusts, washes and polishes furniture and woodwork; empties and cleans waste receptacles, including trash barrels; cleans restrooms, locker rooms and showers; washes windows and walls; polishes metalwork; cleans chalkboards; moves and arranges furniture and equipment in preparing multi-purpose rooms or classrooms for special events or meetings; replaces light bulbs and lighting tubes; cleans window coverings, such as drapes and blinds; picks up paper and other debris from school grounds, walk areas and the areas adjacent to the school facilities; sweeps concrete surfaces adjacent to the school buildings; performs emergency cleanup service resulting from breakage, vandalism, spilling and illness; may raise and lower flags and lock and unlock gates and doors; may set security systems; assists in receiving and distributing supplies and equipment; may perform minor maintenance tasks in keeping assigned areas safe and operational; may occasionally perform routine ground maintenance functions; assists in preventing and reporting facility vandalism.

QUALIFICATIONS:

Knowledge of:

Basic cleaning methods, procedures and techniques; cleaning materials, supplies and equipment; safe working methods and procedures.

Ability to:

Ability to perform essential functions of the job with or without reasonable accommodation; perform moderately heavy manual activities; efficiently and effectively use cleaning materials, supplies and equipment; understand and carry out oral and written directions; establish and maintain cooperative working relationships; drive a pick-up truck; operate vacuum cleaner; operate carpet extractor; operate floor stripping machine; climb ladder up to 20' to replace light bulbs; work with different types of chemicals for all types of cleaning processes; lift up to 50 lbs.

EXPERIENCE:

Six months of experience involved with the care and cleaning of buildings and facilities.

EDUCATION:

Equivalent to the completion of the twelfth grade.

CERTIFICATE:

Possession of a valid California Drivers License.