

Custodian

Purpose Statement

The job of Custodian is done for the purpose/s of providing support to the educational process with specific responsibilities for custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and preparing facilities for classroom activities and campus events.

This job reports to the Principal

Essential Functions

- Attends in meetings, workshops, trainings, drills, and seminars (e.g. fire, intruder, earthquake, health and safety, etc.) for the purpose of conveying and/or gathering information required to perform job functions and/or ensuring established procedures are effective.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, kitchens, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Informs students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment.
- Inspects facilities for the purpose of ensuring the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to clean and properly maintain facilities.
- Monitors students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner bags, etc.) for the purpose of ensuring proper functioning and usability of items.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit (within the classification).
- Prepares written materials (e.g. work orders, inventory records, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkways, remove litter, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Removes graffiti (e.g. cleaning walls, graffiti removal, etc.) for the purpose of minimizing vandalism and maintaining attractive facilities.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.

- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, inappropriate behaviors, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code and school policies.
- Requests equipment, supplies and materials as may be required for the purpose of maintaining availability of required items and completing jobs efficiently.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Sets up and takes down (bleachers, tables, chairs, sound equipment, etc.) for special events (e.g. indoor sports, assemblies, meetings, etc.) for the purpose of ensuring facilities are ready for school events and special community events.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.

Other Functions

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including furniture, windows, floors and carpets; safety practices and procedures; and basic tools for minor repairs.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of types of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; communicating with persons of diverse backgrounds; working with frequent interruptions; prioritizing; and being organized.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Safety Training

Clearances

Criminal Justice Fingerprint/Background

Clearance

TB Screen

FLSA Status

Non Exempt

Approval Date

5/22/2018

Salary Range

27