

**Job Summary:**

The job of Custodian is done for the purpose/s of maintaining a sanitary, safe and attractive facility. The custodian must do assigned routine work and perform other duties as assigned. H/she must be able to perform routine repetitive tasks to completion.

**Essential Functions:**

- ▶ Adjusts desks and other furniture for the purpose of ensuring an orderly work environment.
- ▶ Arranges furniture and equipment for the purpose of providing adequate preparation for meetings, classroom activities and events.
- ▶ Assists in the care and cleaning of kitchens and cafeteria (if appropriate) for the purpose of ensuring the cleanliness and sanitation of the work environment.
- ▶ Cleans school facilities (i.e., classrooms, offices, multipurpose rooms, grounds, restrooms) for the purpose of maintaining a sanitary, safe and attractive environment.
- ▶ Constructs special equipment for the purpose of employee or teacher usage.
- ▶ Dusts/polishes furniture, woodwork and metal for the purpose of ensuring that a clean, well-maintained environment is maintained.
- ▶ Makes minor repairs for the purpose of maintaining machines, equipment and buildings in good working order.
- ▶ Operates/maintains machinery (i.e., mower, edger, sprayer, hedge trimmer, blower, vacuum, floor polisher, carpet shampooer, truck, tractor, fork lift) for the purpose of maintaining a safe, clean and attractive work environment.
- ▶ Orders supplies as needed for the purpose of ensuring all supply needs are met and maintained in an orderly manner.
- ▶ Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at the work site.
- ▶ Sweeps/scrubs/mops/waxes/finishes floors for the purpose of ensuring clean, well-maintained walking surfaces.
- ▶ Vacuums rugs, carpets and furniture for the purpose of ensuring a clean, well-maintained environment.
- ▶ Washes windows and walls for the purpose of ensuring a clean, well-maintained environment.

**Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - ensure the cleanliness, safety and security of the building and grounds;
  - use cleaning agents, supplies and equipment;
  - perform basic math to calculate accurate dilution of cleaning agents;
  - operate hand and power tools.
- ▶ **Knowledge of:**
  - methods and use of cleaning materials, equipment and safe work practices.
- ▶ **Ability to:**
  - manage time effectively;
  - establish a work routine;
  - lift a minimum of 40 lbs.;
  - perform physical labor for up to eight hours;
  - stand for long periods of time;
  - follow oral and written directions;
  - adjust to flexible assignments often with short notice;
  - communicate with students, staff and the public;
  - adhere to safe work practices;
  - work independently with minimal supervision.

Responsibilities include: working under standardized instructions and/or routines; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. There is an opportunity to impact the Organization's services.

**Experience Required:**

- ▶ Previous custodial experience is desired.

**Education Required:**

- ▶ High school diploma or equivalent.

**Certifications, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Valid CA Driver's License and proof of automobile insurance.

Non Exempt

**October 2001**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.