



Central Valley School District Job Description #103

Custodian

GENERAL SUMMARY

Perform a variety of tasks involving general care of the building and grounds; the work involves cleaning, repairing and maintenance. Primary responsibility is to provide students and staff with a safe, attractive, comfortable clean and efficient place in which to learn, play, work and develop.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Custodian may perform all or a combination of the following:

1. Perform all duties to maintain high standards of safety, cleanliness and efficiency.
2. Dust and clean classrooms and offices, wash windows.
3. Sweep, mop floors, vacuum carpets.
4. Wash and sanitize bathroom fixtures and replenish supplies.
5. Maintain security and safety of building as outlined by Principal.
6. Assist building administrators in working with special groups who use the building in the off hours.
7. Maintain exterior grounds, mow and trim and cleanup garbage if assigned by the Head Custodian. Snow removal when needed.

ESSENTIAL JOB FUNCTIONS WHEN FILLING IN FOR THE HEAD CUSTODIAN

1. Inventory, maintain and order custodial supplies.
2. Maintain exterior grounds, mow, trim and cleanup garbage. Snow removal when needed.
3. Set up and remove cafeteria tables. Take out garbage and clean up any spills which occur during lunch.
4. Accept delivery of supplies and materials and distribute them as needed.

OTHER FUNCTIONS

REPORTING RELATIONSHIPS

This position reports to the building Principal/Head Custodian

MENTAL DEMANDS

PHYSICAL DEMANDS

Required to stand for prolonged periods; sometimes required to move heavy objects such as furniture or equipment; required to operate power equipment such as buffers and scrubbers; may need to take precautions to avoid exposure to cleaning and stripping compounds and fumes; exposed to noise from power equipment; positions occasionally performing grounds maintenance may require periodically working outdoors in inclement weather; potentially exposed to ordinary diseases carried by students; may need to take precautions to avoid exposure to student bodily fluids; may be required to be on call to return to work off hours for emergencies; may need to take precautions when inspecting cause of fire alarms; may deal with distraught or difficult individuals.

QUALIFICATIONS

1. A high school education or the equivalent.
2. Must pass District basic custodian eligibility test.
3. Demonstrated leadership ability, i.e. can plan, organize, provide leadership, manage many tasks simultaneously and accomplish work on schedule.
4. Current First Aid and CPR cards; current on Bloodborne Pathogens training.
5. Familiarity with all materials and equipment used in the care of the school, gym and grounds.
6. Possesses the ability to maintain congenial, positive and productive working relationships with students, staff and the public.
7. Demonstrated initiative, flexibility, dependability and skill in custodial duties in previous years.
8. Knowledgeable of gas-fired hot water and steam heating systems.
9. Possesses general knowledge of school's electrical and mechanical operations.
10. Has good communications skills; can follow written and oral instructions.

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

UNIT AFFILIATION

PSE - Custodial

CLASSIFICATION HISTORY

Revised 7/86
Revised 9/94
Revised 05/03
Revised 08/08
Revised 05/11
Revised 11/14