

**PATHWAYS TO COLLEGE K-8  
JOB DESCRIPTION**

<b>TITLE:</b>	Custodian
<b>CATEGORY:</b>	Classified Non-Exempt
<b>REPORT TO (BY TITLE):</b>	Executive Director/Principal
<b>SALARY RANGE:</b>	13
<b>SALARY SCHEDULE:</b>	Classified Contract
<b>WORK YEAR:</b>	12 Months

---

**POSITION DESCRIPTION**

Under supervision, keeps an assigned school site clean and orderly; performs related duties as required.

**DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)**

Duties may include, but are not limited to the following:

1. Sweeps, scrubs, mops, strips, waxes and polishes floors.
2. Vacuums rugs and carpets.
3. Dusts and polishes furniture and woodwork.
4. Washes windows and walls.
5. Cleans chalkboards and/or dry erase boards.
6. Polishes metal work.
7. Cleans restrooms.
8. Moves and arranges furniture and equipment in preparing classrooms or rooms for special events or meetings.
9. Makes minor repairs of a non-technical nature to keep assigned area safe and operating.
10. Adjusts shades, blinds, desks and other furniture.
11. Empties and steam cleans trash and garbage cans.
12. May sweep concrete surfaces immediately adjacent to the school buildings.
13. May order custodial supplies.
14. Locks and secures doors, windows and buildings.
15. Participates in thorough cleaning of school facilities during vacation periods.
16. Replaces light bulbs and fluorescent lamps.

**JOB REQUIREMENTS**

Knowledge of:

- Basic cleaning methods; basic safe work practices related to custodial work.

Ability to:

- Learn and follow established cleaning methods and schedules.

- Use cleaning materials and equipment efficiently.
- Work cooperatively with those contacted in the course of work.
- Make minor non-technical repairs.
- Understand and carry out simple oral and written instructions.
- Work independently.

Physical Requirements:

- Lifting, carrying, pushing and/or pulling 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds with occasional heavy work.
- Work requires standing and walking for prolonged periods.
- Most employees in this class are required to work alone during evening hours (if applicable).

Work Environment:

- Extreme temperatures
- Skin contact with detergents, abrasives and cleaning and disinfectants

**MINIMUM QUALIFICATIONS**

Education:

- Completion of a high school diploma or GED.