

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: CUSTODIAN

DEFINITION:

Under the direction of the Custodial Supervisor, maintains a clean, attractive and safe facility; provides room arrangement as requested for meetings, classroom activities and events; minimizes property damage, loss and liability exposure; ensures assignments are completed in a safe, proper and timely manner.

JOB RELATIONSHIPS:

Supervised directly by the Custodial Supervisor in collaboration with the Site Administrator; has a working relationship with all school personnel and students.

ESSENTIAL DUTIES:

Sweep, scrub, mop, clean and apply finish to floors of rooms, hallways, stairs; vacuum all carpet areas. (E)

Clean and dust walls, lockers, furniture and fixtures; clean white boards. (E)

Clean, wash and scrub all bathroom plumbing fixtures. (E)

Clean school facilities (classrooms, offices, multipurpose rooms, grounds) for the purpose of maintaining a clean and safe learning environment. (E)

Sweep sidewalks and asphalt areas, dispose of rubbish, clean and disinfect trash containers. (E)

Clean and monitor draining of drinking fountains. (E)

Recycle clean paper and break down box containers. (E)

Remove all trash and debris from school campus as required to maintain attractive school facility. (E)

Arrange necessary furnishings and equipment, in a timely manner, for all scheduled meetings, school events and classroom activities. (E)

Deliver a variety of large items (supplies, furniture, equipment, materials) to appropriate staff or facility locations. (E)

Communicate with supervisor, site personnel and students regarding school activities, safety and maintenance of facilities; submit work order requests to designated site staff. (E)

Custodian - Continued

Communicate daily with Senior Custodian about site cleaning, schedules; cleaning and safety needs; and facility use arrangements. (E)

Maintain custodial stock room and equipment, maintain stock of supplies and materials needed to complete projects and duties efficiently. (E)

Lock and unlock gates and doors; check for open windows; lock and unlock playground equipment; set alarms correctly; raise and lower flags; check hot water and room temperatures. (E)

Assist Maintenance and Operations Department as required to complete site projects and work activities. (E)

Make minor repairs to furniture, equipment and fixtures (i.e. replace light bulbs and diffusers, replace switch plates, chair and table glides). (E)

Use computer to send and receive work-related email; enter work absences and request substitute. (E)

Comply with District-approved Custodial Standards of Cleanliness and Safety. (E)

Maintain communication via 2-way radio with designated site personnel. (E)

Perform other duties as assigned.

KNOWLEDGE OF:

Modern cleaning methods, materials, tools and equipment.

Safe work practices.

Maintenance principles and sanitation methods.

ABILITY TO:

Use District-approved cleaning agents, supplies, and equipment.

Read, write and understand English language.

Perform basic math to calculate accurate dilution of cleaning agents.

Follow oral and written directions.

Adhere to safe work practices.

Custodian - Continued

Work independently with minimum supervision.

Plan, organize and effectively carry out detail of work schedule.

Adjust and prioritize work schedule with short notice.

Communicate effectively with staff, students and public.

Use 2-way radio and computer to facilitate communication with school and District staff.

Perform a variety of tasks.

Maintain facility in clean and safe manner and aligned with District-approved custodial standards.

EDUCATION:

High school diploma or equivalent

EXPERIENCE:

Prior job-related experience with increasing levels of responsibility, preferably in a school and/or institutional setting.

LICENSES AND OTHER REQUIREMENTS:

District pre-employment test

Post-offer physical examination and drug screen

Fingerprint clearance from the Department of Justice

Current X-ray or tuberculin skin test before employment and every four years thereafter

Valid California Driver's License and evidence of insurability

WORKING CONDITIONS:

Indoor and outdoor environment. Exposure to dust, chemicals, and bloodborne pathogens. Variance in temperatures. Exposure to equipment with moving parts. Climbing a ladder.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate assigned equipment, tools, supplies and materials.

Hearing and speaking to exchange information.

Custodian - Continued

Seeing to inspect facility and equipment.

Frequent lifting, carrying and maneuvering of heavy objects of 50 pounds and occasionally lifting or moving of heavy objects to 100 pounds.

Frequent to occasional standing, squatting, and climbing to clean and replace light bulbs.

Frequent to constant walking including walking on gravel or uneven surfaces.

Frequent bending at neck, stooping, reaching, pushing and pulling.

Frequent to constant reaching overhead, above shoulder and horizontally to clean and dust.

Approved: December 13, 2005