

CUSTODIAN

BASIC FUNCTION:

Under the direction of the Plant Manager, clean classrooms, offices, cafeterias and other facilities of any assigned school during an assigned shift; clear exterior areas of debris and trash; perform minor repair and maintenance; assure security of school facilities during assigned hours. Restore tile, hardwood, and carpet surfaces.

REPRESENTATIVE DUTIES:

- Set up equipment at start of shift to maximize effectiveness. Clean equipment at end of shift to prepare for next day. **E**
- Clean classrooms, offices, cafeterias, restrooms, gymnasiums, locker rooms, and other facilities; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices and other work areas. **E**
- Assure security of school facilities during assigned hours; lock gates, doors and windows; turn off lights when room is not in use; monitor facilities for fire hazards and report to appropriate personnel as required. **E**
- Assist in assuring electronic equipment is turned off when rooms are not in use.
- Dust and polish furniture, light fixtures, and woodwork; clean whiteboard trays and erasers; empty pencil sharpeners. **E**
- Empty and clean the waste receptacles. **E**
- Clean, scrub, and disinfect student and staff restrooms; wash windows and walls; clean sinks, mirrors and other bathroom fixtures; restock paper supplies and dispensers as necessary; clean drinking fountains. **E**
- Activate/deactivate intrusion and fire alarm panels.
- Adjust and arrange furniture and equipment; set up school facilities for special events and meetings. **E**
- Clean and maintain food service areas; remove trash; clean and disinfect floors; clean grease filters and wash floor mats. **E**
- Operate and maintain a variety of custodial equipment to maximize effectiveness. Examples of equipment are pressure washers, KaiVac rest room cleaning equipment, ProTeam back pack vacuums, push/auto/ride-on scrubbers (including Tornado, Boost, Vario, and Tenant), truck mounted carpet extractors, portable carpet extracting systems, and other similar equipment. **E**
- Perform minor repairs on equipment using hand tools; perform preventive maintenance on cleaning equipment, replace consumable parts on custodial equipment as necessary. **E**
- Pick up litter and other debris inside buildings and outside walkways. **E**
- Assist with general maintenance of the school buildings.
- Replace lights, adjust shades or blinds.
- Sweep, blow, or vacuum walkways, and remove collected and bagged trash throughout the campus. **E**
- Operate electric carts, gators, and trucks to pick up and deliver equipment and materials; haul trash to local landfill. **E**
- Write work orders, leave pass down notes, and keep records as required.
- Perform related duties as assigned.

KNOWLEDGE OF:

Modern cleaning methods, and the District preferred methods of cleaning and preserving floors, walls, fixtures, and surrounding areas.

Cleaning materials, disinfectants and equipment used in custodial work.

Custodial hand tools and equipment.

Safety practices and work methods.

Health and safety regulations.

Proper lifting techniques.

ABILITY TO:

Provide a DMV printout dated within two months.
Learn the schedules, procedures, and use of custodial tools, equipment and supplies.
Use current custodial equipment and materials in a safe and efficient manner.
Operate a variety of custodial equipment including back pack vacuums, powered carpet, floor, and restroom cleaning equipment.
Complete minor repairs as necessary. Write work orders as necessary.
Maintain District facilities in safe and clean condition.
Meet schedules and time lines.
Understand and follow oral and written directions.
Perform heavy physical labor.
Work cooperatively with others.
Operate scissor lifts, boom lifts, and fork lifts--maximum height 60 feet.
Operate chemical dispensers to accurately dilute chemicals.
Safely operate power equipment and handle chemicals.
Work with the public.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Criminal justice fingerprint/background clearance.
TB clearance.

WORKING CONDITIONS**ENVIRONMENT:**

Indoor and outdoor work environments.
Subject to extreme weather conditions.
90% walking, standing, lifting, pulling, pushing; 5% driving; 5% sitting.

PHYSICAL ABILITIES:

Climbing ladders – maximum height 14 feet.
Operating powered boom and scissor lifts – maximum height 60 feet.
Standing on scaffolds to inspect and replace lights.
Lifting and carrying heavy objects – maximum weight 50 pounds.
Dexterity of hands and fingers to operate small hand and power tools and equipment.
Seeing to inspect, set alarms and clocks, and read work orders.
Hearing for alarms, buzzers, two-way radios, pagers, and telephones.
Bending, kneeling, pushing/pulling to operate power tools, equipment, and vehicles.
Standing and walking for extended periods of time.
Repetitive motions.

HAZARDS:

Exposure to cleaning chemicals.
Fumes from paints and solvents.
Working at heights.
Exposure to noise from equipment operation.
Working with and around machinery with moving parts.
Exposure to fumes, smoke or gases, hazardous materials, and extreme temperatures.
Extreme weather.

7/20/2011
SMJUHSD
Range 15