

**Oroville Elementary School District
Job Description**

JOB TITLE: CUSTODIAN/GROUNDS WORKER

SALARY LEVEL:	30	DIVISION:	Classified
DEPARTMENT:	School Site	LOCATION:	School Sites
REPORTS TO:	Director of Maintenance, Operations and Facilities and Site Administrator		
APPROVED BY:	Board of Trustees	DATE:	February 8, 1995
		REVISED:	February 3, 2016

SUMMARY: Under the direct supervision of the Director of Maintenance, Operations and Facilities and Site Administrator, the custodian/grounds worker is responsible for the cleanliness and general maintenance of the school facilities and minor grounds work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Dusts and polishes furniture and woodwork; cleans chalk and white boards and erasers; empties pencil sharpeners.

Sweeps, mops, scrubs and applies floor finish to floors and surfaces of many types.

Empties and cleans the waste receptacles; refills dispensers with appropriate soap and paper products.

Cleans, scrubs and disinfects restrooms, showers and related areas; wash windows, walls, tables and benches; polishes metal work, cleans sinks, mirrors and other bathroom fixtures.

Maintains custodial equipment and materials; maintains various classroom and restroom supplies, including paper towels, soap and related items; requests additional materials according to established procedures.

Adjusts and arranges furniture and equipment; sets up facilities for special events and meetings as assigned; assists school personnel with heavy objects and stocking of kitchen shelves as requested.

Inspects on a monthly basis buildings, grounds, playground equipment, and fire extinguishers for broken equipment or vandalism, and reports the need for repairs.

Picks up paper and other debris from grounds and building; empties trash containers.

OROVILLE ELEMENTARY SCHOOL DISTRICT
JOB TITLE: CUSTODIAN/GROUNDS WORKER
PAGE 2

Reports damage or unsafe conditions to site administrator.

Responds to emergencies and takes appropriate action to protect public and property.

Works safely in accordance with applicable rules, regulations, laws and district safety standards. Utilizing PPE appropriate safety protocols and equipment to protect yourself, staff, students and public.

Performs minor maintenance duties as requested.

Participates in thorough cleaning and restoration of school facility during vacation periods.

Paints, on occasion, projects on a small to medium scale.

Waters shrubs and lawns, mows and maintains small lawn areas, and makes minor repairs to sprinkler heads.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma (preferred) or general education degree (GED); one year of related experience required; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, coworkers and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out basic or specific written or oral instructions. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

California Driver's License (may be required by the first day of service)
California Department of Motor Vehicles printout of the employee's driving record may be required.

OTHER SKILLS AND ABILITIES: Ability to interact with staff members, students, parents, and others in an open, friendly businesslike manner. Ability to properly use cleaning chemicals and supplies. Ability to properly operate water vacuum, strippers, vacuum cleaner, shampooer, mower, weed eater, and other tools related to job duties.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Candidates will be required to take a Pre-placement Physical Examination and Functional Capacity Pre-placement Screening prior to being offered employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds to a height of six feet, occasionally lift and/or move up to 50 pounds to a height of five feet, and rarely lift and/or move up to 60 pounds to a height of four feet. However, while lifting amounts above 60 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.