

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT  
Human Resources Division

**CUSTODIAN I /GROUNDS**  
Job Description

**JOB SUMMARY:**

Under the general supervision of the Site Principal and/or Director of Maintenance/Operations, maintain assigned classrooms, buildings and grounds in a neat, clean, orderly and secure manner.

**REQUIRED QUALIFICATIONS**

*Ability to:*

- Learn new methods of grounds care and cleaning with skill and efficiency;
- Perform heavy physical labor including lifting objects weighing up to 50 pounds;
- Understand and carry out oral and written instructions;
- Represent and support the district or school in dealing with the general public;
- Work with minimal supervision;
- Work cooperatively with others;
- Establish and maintain effective and cooperative relationships with those contacted in the course of work.

*Knowledge of:*

- The care and use of lawn mowers, trimmers, gardening equipment, tools and materials;
- Methods of controlling and/or eradicating gophers, insect pests and common plant diseases;
- Cleaning methods and the proper use of cleaning materials and equipment.

*Education:*

- Equivalent to completion of twelfth grade, or any combination of training and experience sufficient to demonstrate the knowledge and abilities listed above.

*Experience:*

- One year experience in general building and grounds maintenance upkeep.

*License:*

- Possession of a valid California Operator's License, issued by the State Department of Motor Vehicles. Maintain insurability under the district insurance plan.

**ESSENTIAL FUNCTIONS:**

*Grounds:*

- Perform general grounds repair and maintenance work;
- Plant and care for lawns, flowers, shrubs and trees;
- Prune shrubs and trees using prescribed safety procedures;
- Mix and apply weed control chemicals (Round-up, etc.);
- Install and maintain sprinkler systems and associated controls in good repair;
- Maintain all grounds equipment in good operating condition, reporting major mechanical discrepancies to the Director of Operations;
- Operate tractor, mowers, edgers and other equipment observing all safety precautions;
- Prepare athletic fields and other areas for outdoor sports activities or special events;
- Safeguard school property at all times;

- Inspect grounds for fire, sanitary and safety hazards, and report discrepancies;
- Respond to emergency calls outside of normal work hours;

*Custodian:*

Work from a prepared schedule, performing custodial duties as follows:

- Vacuum and shampoo carpeted areas, sweep, scrub and wax linoleum, tile and wood floors;
- Clean and/or dust walls, furniture, woodwork, doors, door frames, windows and other classroom equipment;
- Clean and disinfect restrooms, sinks and drinking fountains;
- Empty and clean trash receptacles;
- Move or rearrange furniture, chairs, desks, tables and other equipment;
- Perform minor maintenance, e.g., replace light bulbs and/or florescent tubes, unplug drains, tighten nuts and bolts, etc.;
- Report maintenance repairs to be done by the maintenance department;
- Responsible for keeping the grounds clean;
- Respond to emergency calls outside of normal work hours.

**WORKING CONDITIONS**

- Work includes indoor and outdoor environments;
- Work with cleaning materials and yard chemicals;
- Standing and walking most (95%) working hours;
- Sweeping, waxing, vacuuming, dusting, bending, washing walls, lifting, climbing ladders;
- Working with noise from blowers, vacuums and other power equipment.

**OTHER RELATED FUNCTIONS OF THIS POSITION:**

- Other related duties as assigned.

Employee \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Salary: Range 10

Employment: 12 months

*Approved: 05/12/09*