

LEMOORE UNION SCHOOL DISTRICT
Human Resources Division

CUSTODIAN 1
Job Description

JOB SUMMARY:

Under the direct 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 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;
- Ability to work cooperatively with others;
- Maintain cooperative and positive relationships with personnel contacted in the course of work.

Knowledge of:

- Cleaning methods and the proper use of cleaning materials and equipment;
- 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;

Experience:

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

Education:

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

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:

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 to Site Custodian 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;
- 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;
- May work alone at night where security is a factor.

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 month employee

Board Approved: 05/12/2009