

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT
Human Resources Division

SITE CUSTODIAN/GROUNDS
Job Description

JOB SUMMARY:

Under the direction of the Dean of Instruction at University Charter School, assumes all responsibility of the overall maintenance, grounds, and custodial operation of the school site during the day/evening, maintains buildings and grounds in a neat, clean, orderly and secure manner, and performs maintenance as needed.

REQUIRED QUALIFICATIONS:

Ability to:

- Perform all duties of Custodian
- 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.

Knowledge of:

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

Experience:

- Minimum of one year experience in general building and grounds maintenance upkeep;
- Elementary knowledge of building maintenance, lighting, heating, cooling, water, gas and plumbing.

Education:

- Equivalent to completion of twelfth grade;
- 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:

- Perform duties of custodian which include but are not limited to 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, maintain cafeteria/food service area;
- Responsible for maintaining assigned cleaning stations, buildings and grounds in a neat, clean, orderly and secure manner;

- Respond to emergency calls from faculty members and perform whatever duty may be required;
- 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, patching asphalt, pouring concrete, sprinkler systems, fences and playground equipment;
- Generate work orders for maintenance repairs to be done by the maintenance department;
- Perform general grounds maintenance work;
- Prepare field/other areas for outdoor sports activities or special events;
- Safeguard school property at all times;

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.

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 13

Employment: 12 month employee

Board Approved: February 11, 2014