

Aromas-San Juan Unified School District

JOB TITLE: ***CUSTODIAN***

DESCRIPTION OF BASIC RESPONSIBILITIES:

To perform cleaning and custodial functions at assigned site(s) and perform routine groundskeeping and maintenance duties in the upkeep of District buildings and facilities. All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

SUPERVISOR: Principal, in consultation with
Maintenance & Operations Manager

TYPICAL DUTIES:

1. Performs responsible janitorial and custodial functions at assigned site(s).
2. Cleans classrooms, rest rooms, cafeteria, multipurpose rooms, libraries, offices, and related facilities.
3. Sweeps, mops, scrubs, waxes, vacuums, and shampoos carpets and floors.
4. Cleans walls, furniture, windows, woodwork, chalk boards, chalk trays, and light covers.
5. Empties, cleans, and lines trash receptacles.
6. Dusts furniture, window sills, and shelves.
7. Responds to emergency cleanups such as spills and clogged drains.
8. Performs minor maintenance and repair to buildings, fixtures, and equipment; adjust shades/blinds and desks; assembles furniture.
9. Performs routine groundskeeping duties as assigned which may include mowing, weeding, and watering lawn.
10. Checks and refills towel, toilet paper, and soap dispensers.
11. Raises/lowers flags; sets up/takes down playground equipment.
12. Performs minor/touch-up painting; replaces lights.
13. Picks up papers and debris; cleans walkways and entrances.
14. Operates equipment such as vacuums, floor cleaning and polishing machines, scrubbers, steam cleaners, lawn mowers and trimmers.
15. Locks and unlocks doors, windows, and gates to ensure security of buildings and related areas; turns alarms on/off.
16. Sets up and arranges furniture and facilities for assemblies, lunch, meetings, and special events as assigned.
17. Inspects areas and grounds for vandalism, damage, and sanitary and safety hazards.

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18. Reports hazards to appropriate authority and prepares work orders for major repairs as needed.
19. Assists in performing a variety of general maintenance tasks during summer months including painting, light electrical work, carpentry, and plumbing as assigned.
20. Performs other duties similar to the above in scope and function as required.
21. Checks mechanical and electrical systems.
22. Maintains security and vandalism control of the school.
23. Identifies maintenance problems and reports need of repairs to Principal.
24. Adjusts work schedule to fit needs of Principal and school.
25. Participates in the major cleaning of sites/buildings during summer and/or other recess periods.

EMPLOYMENT STANDARDS:

Possession of a valid and appropriate California Driver's License.

Knowledge of:

- modern cleaning methods, materials, tools, and equipment associated with custodial work;
- routine groundskeeping methods and practices;
- the safe use and operation of equipment and chemicals used in custodial and groundskeeping work;
- the care and maintenance of custodial and groundskeeping equipment and tools.

Ability to:

- plan, organize and carry out details of a work schedule;
- understand and follow oral and written instructions in an independent manner;
- communicate effectively in both oral and written forms;
- safely use cleaning agents, equipment, and materials;
- keep simple records;
- perform general gardening and custodial work;
- meet the physical requirements necessary to safely and effectively perform required duties;
- establish and maintain work relationships with those contacted in the performance of required duties;
- estimate quantity of materials and supplies needed.
- maintain positive relationships with staff, students, and community.

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EXPERIENCE:

Experience as a custodian for a similar public or private agency is desired.

EDUCATION:

An educational level enabling the employee to have the knowledge and abilities listed above is required. Graduation from high school (or equivalent) and training in the safe use of cleaning equipment and materials is preferred.

MEDICAL CATEGORY III

Heavy Physical Effort

1. Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.
2. Requires great physical demand for strength and endurance, involving heavy physical exertion.
3. Ability to lift over 50 lbs. and carry any object up to 25 lbs. on a continuous basis.