LAGUNITAS SCHOOL DISTRICT

Classified Employee Job Description

*(To replace all previous Job Descriptions. Effective 6/30/2017)*

**Job Title**: Custodian

**Summary of Essential Functions**

The Custodian performs a wide variety of cleaning and minor maintenance and repair tasks in and around all district buildings and grounds in order to ensure a clean and safe environment for teaching and learning.

**Direct Supervisor:** Principal or Business Manager as assigned.

Responsibilities and specific duties:

* Perform cleaning and minor maintenance tasks on an assigned route.
* Perform cleaning tasks outside of assigned route as directed by supervisor.
* Independently identify possible safety hazards and report them to the Principal or District Secretary.
* Identify maintenance needs and report them to the Principal or District Secretary.
* Evaluate cleanliness of rooms before and after cleaning them.
* Sweep, dust, mop, wash or vacuum classrooms, offices and other rooms.
* Remove and discard litter or other debris from grounds and buildings.
* Empty waste baskets, garbage and recycling containers.
* Clean and disinfect table tops and food service areas as directed.
* Clean furniture and school equipment.
* Move and arrange furniture and equipment.
* Assist other employees in cleaning, moving and arranging furniture.
* Unlock doors and adjust lighting and heat as needed.
* Ensure school security by locking doors and windows.
* Clean windows.
* Clean and sanitize restrooms.
* Maintain inventory of custodial supplies and request supplies as needed.
* Maintain floors by following installer/manufacturer’s instructions.
* Perform minor grounds work as needed- weeding, lawn cutting.
* Identify and replace burned-out light bulbs.
* Maintain custodial equipment.
* Keep custodial closets and rooms clean and in order.
* Set up spaces for meetings and other school functions.
* Provide assistance to school visitors or direct them to the office as needed.

Essential skills and abilities:

* Lift heavy objects safely, determine the need for assistance.
* Demonstrate initiative by Identifying and attending to overall school cleanliness and safety needs.
* Work as a member of a team.
* Walk long distances.
* Communicate with staff and public in a friendly, professional manner.
* Understand accepted cleaning and techniques, tools and products.

Physical abilities for this position(ADA Job Analysis):

* Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
* Stooping. Bending body downward and forward by bending spine at the waist. Kneeling. Bending legs at knee to come to a rest on knee or knees.
* Reaching. Extending hand(s) and arm(s) in any direction.
* Lifting. Raising objects up to 50 lbs. from a lower to a higher position or moving objects horizontally from position-to-position.
* Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
* Grasping. Applying pressure to an object with the fingers and palm.
* Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
* The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures