



SITE CUSTODIAN

DEFINITION:

Under general direction performs custodial functions required to maintain assigned site buildings and adjacent ground areas in a clean, sanitary and safe condition; arranges and maintains the physical environment required for activities held at the site and does other related work as assigned.

DUTIES:

Sweeps floors and vacuums carpets; dusts and polishes furniture and woodwork; empties and cleans waste receptacles; cleans rest rooms; washes windows and walls. Cleans boards; polishes metal work; moves and arranges furniture and equipment for special events, meetings, and track changes. Replaces light bulbs; scrubs, disinfects, seals, and polishes floors; shampoos carpets, does periodic deep cleaning; performs minor maintenance tasks such as installing pencil sharpeners, repairing furniture, painting, etc.; inspects buildings and grounds for damage, needed repairs, security and safety hazards; reports results of inspections to the appropriate site and/or district personnel; orders custodial supplies as required; assists in the training and orientation of custodial personnel assigned to the site; performs related duties as assigned. May do basic upkeep of grounds including watering and operation of water systems, safe storage of trash and waste, place and maintain playground balls and P.E. materials and complete work orders.

EMPLOYMENT STANDARDS:

Knowledge of:

- methods, materials and equipment used in custodial, groundskeeping, and light maintenance work
- requirements for maintaining school buildings in a safe, clean and orderly condition
- of health and safety procedures
- basic heating and air conditioning

Ability to

- demonstrate good judgement and common sense
- make accurate mathematical calculations
- maintain records and be able to make complete and concise reports
- communicate orally and understand and carry out written and oral directions
- establish and maintain cooperative working relationships

- maintain a good driving record and qualify for District Vehicle Insurance
- performs moderate to heavy physical labor including lifting or moving loads up to 55 pounds

Experience:

- experience in site custodial work or related work is preferred

Education:

- equivalent to the completion of the twelfth grade; additional training in building maintenance or related field is preferred

License Required:

- possession of a valid California Motor Vehicle Operator's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

Range: 9.5 8/4/94