

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: CUSTODIAN

Classification: Range 30

BASIC FUNCTION:

Perform a variety of cleaning tasks in an assigned school; perform minor groundskeeping and maintenance work.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Sweep, sanitize, scrub, dust and clean offices, hallways, workshops, restrooms, classrooms, cafeterias, auditoriums, libraries, multi-purpose rooms and stairways.

Strip, mop, wax and clean/refinish floors.

Vacuum rugs; empty and wash trash containers; replenish paper and soap dispensers.

Clean walls, furniture, woodwork and equipment.

Wash windows, walls and woodwork; remove graffiti as assigned.

Clean erasers, whiteboards, chalkboards, desks, cabinets, shelves and window sills.

Sweep sidewalks and curbs; pick up trash and debris from school grounds.

Set up tables and chairs, furniture and equipment.

Check, replace and deliver supplies and equipment.

Lock and unlock buildings, gates, windows and facilities; turn on/off and alarms; raise and lower flags.

Operate floor maintenance machines, vacuum cleaners and other custodial equipment; maintain equipment in proper condition.

Monitor assigned areas to prevent vandalism and theft; report vandalism and damage to school facilities according to appropriate procedures.

Replace light bulbs and perform minor repairs to fixtures and custodial equipment as necessary.

Check for broken locks and broken glass and report need for repair to appropriate personnel.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods including basic methods of cleaning and preserving floors, whiteboards, carpets, furniture, walls and fixtures.

Requirements of maintaining school buildings in a safe, clean and orderly condition.

Cleaning equipment, tools, materials and supplies used in custodial work.

Health and safety regulations.

ABILITY TO:

Learn cleaning methods and proper care of equipment.

Perform heavy physical labor.

Read and understand cleaning and chemical labels.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Lift, carry, push and pull heavy objects up to 50 lbs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above high school diploma or equivalent and responsible experience in custodial and general maintenance work.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Incumbents in this position may be required to respond to emergency calls in the case of catastrophic events.

PHYSICAL DEMANDS:

Bending at the waist, kneeling or crouching.

Carrying, pushing or pulling custodial equipment.

Lifting moderately heavy furniture and equipment.

HAZARDS:

Exposure to cleaning chemical
Fumes from paints and solvents.
Working at heights.