

ORLAND UNIFIED SCHOOL DISTRICT

CLASS TITLE: CUSTODIAN

Salary Range 11

DEFINITION: Under general supervision, to follow a schedule in the performance of custodial and light maintenance duties required to maintain assigned rooms, equipment, buildings and adjacent areas in a clean, orderly and secure manner.

SUPERVISION EXERCISED Exercises no supervision

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Perform the full range of custodial and light maintenance duties involved in cleaning and maintaining assigned rooms, equipment, buildings and adjacent areas.
- Sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets.
- Dust, wash and polish furniture and woodwork.
- Wash windows, walls, sinks and fountains.
- Clean restrooms; fill paper and soap dispensers.
- Polish metalwork.
- Clean chalkboards and trays.
- Clean, stack and store furniture and equipment; perform minor repairs to furniture and equipment.
- Perform special custodial work for faculty members or supervisors, including moving, arranging and setting up furniture and equipment for sporting and special events and meetings.
- Change light globes and tubes and diffusers.
- Turn out lights and secure area by locking doors, windows and gates.
- Empty and clean pencil sharpeners and waste receptacles.
- Perform routine groundskeeping duties, including picking up paper and other refuse and debris on grounds, sweeping sidewalks and entrances and setting up sprinklers.
- Maintain equipment used in the course of work; report any emergency, safety, health or fire hazards observed.
- Operate a variety of hand and power equipment and tools, including buffer, wet/dry vacuum cleaners, drills, sanders and other custodial equipment and tools.
- Transport goods from one location to another as assigned; unload supplies off trucks.
- Assist in performing routine maintenance duties, including repairing hinges, doors, hose connections, desks and chairs; and performing routine painting, plumbing and other related maintenance tasks using hand and power tools.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic methods, materials and equipment used in cleaning and maintaining various types of building surfaces and furniture and equipment.
- Occupational hazards and standard safety practices necessary in the area of custodial work.
- Safe driving principles and practices.

Skill to:

- Operate a wide variety of equipment and tools required for custodial work in a safe and effective manner.
- Operate a motor vehicle safely.

Ability to:

- Learn to perform minor repairs on school equipment, including hinges, doors, desks, chairs and hose connections.
- Learn to perform routine maintenance duties, including painting, plumbing and other routine maintenance tasks using hand and power tools.
- Learn and correctly interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Perform the full range of custodial duties under minimal supervision.
- Perform light to moderate manual labor.
- Understand, follow and maintain work schedules to ensure work is completed on time.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One year of work experience, preferably in the custodial field.

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

- Ability to obtain an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel crouch, stoop, squat, crawl, twist, climb and lift 50 lbs.; exposure to noise, outdoors, chemicals, electrical hazards and mechanical hazards; ability to travel to different sites and locations.

Adopted: 2/15/07