

**SCHOOL CUSTODIAN****DEFINITION**

Under supervision, to maintain an assigned school facility, or group of buildings, and adjacent grounds and office space in a neat, clean, orderly, safe and secure condition; to assist in the maintenance of the physical environment required for the activities held at the school; and to perform other related work as required.

**EXAMPLES OF DUTIES**

Perform cleaning duties for assigned rooms and other areas; sweep, mop, scrub, strip and wax floors, vacuum rugs and carpets; dust and polish furniture and woodwork; clean restrooms, locker rooms and showers; wash windows and walls; polish metal works; clean chalkboards; empty and clean waste receptacles, including trash barrels, move and arrange furniture and equipment in preparing multi-purpose or classrooms for special events or meetings; light heater pilots; replace light bulbs and lighting tubes; may assist in receiving and distributing supplies and equipment; assist in moving heavy objects; clean venetian blinds and dust drapes; pick up paper and other debris from school grounds, walk areas and areas around school facilities; sweep concrete surfaces adjacent to the school buildings; may perform other routine ground maintenance functions and activities; may operate a steam cleaner utilized in cleaning trash cans; may put away physical education equipment; water lawns as needed; operate and adjust heating and ventilation equipment; may raise and lower flags; lock and unlock doors and gates, and set security systems; perform unskilled and semi-skilled maintenance and repair to school buildings; may assist skilled maintenance personnel; perform grounds maintenance and minor general maintenance work in accordance with predetermined work schedule; prepare recommendations for needed materials, supplies and equipment; inspect buildings and grounds to ensure against safety hazards and for security purposes; perform major cleaning of school facility during recess periods; prepare requests for major maintenance work; assist food service personnel with delivery of heavy equipment or supplies.

**QUALIFICATIONS**

Knowledge of: Methods, materials and equipment used in cleaning a variety of surfaces and furniture; safe working methods and procedures.

Ability to: Maintain a predetermined work schedule; perform moderately heavy manual activities; efficiently and effectively use cleaning materials, supplies and equipment; perform minor maintenance and repair to school facilities and equipment; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

Education: Equivalent to the completion of the twelfth grade.

Experience: One year of experience involving the care and cleaning of

buildings and facilities.

License: A valid California Driver's License is required.