

**SIERRA SANDS UNIFIED SCHOOL DISTRICT**  
**Job Description – Classified**  
**Custodian**

**SUPERVISED BY:**

Principal during school time; Supervisor of Maintenance during summer time.

**BRIEF DESCRIPTION OF THE POSITION:**

Under supervision, performs routine custodian work in an assigned area and does related work as required.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Sweep, scrub, wax, and polish concrete, linoleum, tile, and wood floors.
- Vacuum carpets in school offices and classrooms.
- Clean and dust walls, furniture, woodwork, and other equipment.
- Wash, scrub, and disinfect restrooms.
- Clean windows, door glass, and drinking fountains.
- Empty and clean waste containers.
- Replace light globes.
- Maintain custodian equipment used in the course of work.
- See that all windows and doors are secured and locked in his or her assigned area.
- Report all safety, sanitary, and fire hazards.
- May do minor repairs and adjustments to building fixtures and equipment.
- Move furniture and equipment when required.
- Perform other related duties and responsibilities as directed by the immediate supervisor.

**LICENSE OR CERTIFICATE REQUIRED:**

None

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- Methods, materials, and equipment used in custodial work.
- Requirements for maintaining school buildings in a safe, clean, and orderly condition.

Ability to:

- Use cleaning materials and equipment with skill and efficiency.
- Understand and carry out oral and written directions.

## **Custodian**

### **REQUIRED QUALIFICATIONS (continued):**

#### Experience:

One year of experience in custodial work.

#### Education:

High school graduate or equivalent.

#### Personal Qualifications:

- Maintain cooperative relationships with those contacted in the course of work.

### **LIST MACHINES, EQUIPMENT, OFFICE APPLIANCES, OR MOTOR VEHICLES EMPLOYEE IS REQUIRED TO USE IN THE PERFORMANCE OF THE JOB. INDICATE WHETHER USE IS OCCASIONAL, FREQUENT, OR CONSTANT.**

- Vacuum (C)
- Shampoo machine (C)
- Buffer (C)
- Various hand tools