

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