

Sweetwater Union High School District

CUSTODIAN

Purpose Statement

The job of Custodian is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

Essential Functions

- Cleans assigned facilities (e.g. offices, restrooms, corridors, carpets, windows, walls, classrooms, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Inspects school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying/reporting necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Arranges equipment and furnishings (e.g. furniture arrangements, tables, chairs, bleachers, etc.) for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Assembles furniture and equipment for the purpose of providing materials in usable form.
- Performs minor maintenance and repairs (e.g. change light bulbs, replace broken parts, oil doors, painting graffiti, etc.) for the purpose of ensuring safe and efficient use of facilities.
- Maintains custodial supplies and equipment (e.g. cleaning solutions, paper products, custodial tools, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Communicates issues about safety and/or proper maintenance of facilities to supervisor, students, site staff and others for the purpose of providing information, obtaining repairs, ensuring safety and/or scheduling special cleaning.
- Reports damages, unsafe conditions and items needing repair for the purpose of preventing accidents, keeping the campus safe, and in a properly functioning condition conducive to the educational process.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured or ill students, unauthorized persons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures and opens facilities before and after usage as needed or assigned (e.g. gates, building access doors, security systems, etc.) for the purpose of ensuring facilities are operational and safe for occupancy.

Other Functions

- Attends in service training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, safety, etc.) for the purpose of receiving information on new and/or improved procedures.
- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, power and hand tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning; safety practices and procedures; and health standards and hazards.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is some opportunity to impact the Organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Education/Experience

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge, skills, and abilities listed above.

Required Testing

Pre-employment Proficiency Test

Certificates

Valid Driver’s License

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224