

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Custodian

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform a variety of cleaning and custodial functions at assigned site(s) including routine groundskeeping and maintaining duties in the upkeep of District buildings and facilities.

SUPERVISOR: Site Administrator\Designee

TYPICAL DUTIES

1. Cleans classrooms, rest rooms, cafeteria, multipurpose rooms, libraries, offices, and related facilities.
2. Sweeps, mops, scrubs, waxes, vacuums, and shampoos carpets and floors.
3. Cleans walls, furniture, windows, woodwork, chalk boards, chalk trays, and light covers.
4. Empties, cleans, and lines trash receptacles.
5. Dusts furniture, window sills, and shelves.
6. Responds to emergency cleanups such as spills and clogged drains.
7. Performs minor maintenance and repair to buildings, fixtures, and equipment as necessary and as assigned.
8. Adjusts shades/blinds and desks.
9. Assembles furniture.
10. Checks and refills towel, toilet paper, and soap dispensers.
11. Raises/lowers flags; setup/takes down playground equipment.
12. Performs minor/touch-up painting; replaces lights and bulbs.
13. Picks up papers and debris; cleans walkways and entrances.
14. Operates a variety of equipment such as vacuums, floor cleaning and polishing machines, scrubbers, steam cleaners, lawn mowers and trimmers.
15. Locks and unlocks doors, windows, and gates to ensure security of buildings and related areas; turns alarms on/off.
16. Sets up and arranges furniture and facilities for assemblies, lunch meetings, and special events as assigned.
17. Inspects areas and grounds for vandalism, damage, sanitary, and safety hazards.
18. Reports hazards to appropriate authority and assists with work orders for major repairs needed.
19. Assists in performing a variety of general maintenance and/or groundskeeping tasks during summer months including painting, light electrical work, carpentry, and plumbing as assigned.
20. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Possession of a valid and appropriate California Driver's License.

Knowledge of:

- proper cleaning methods, materials, tools, and equipment associated with custodial work;
- routine groundskeeping methods and practices;
- the safe use and operation of equipment and chemicals used in custodial and groundskeeping work;
- proper care and maintenance of custodial and groundskeeping equipment and tools.

Ability to:

- understand and follow oral and written instructions in an independent manner;
- use cleaning agents, equipment, and materials, in a safe and effective manner;
- maintain routine records accurately;
- perform general gardening and maintenance work;
- communicate effectively in both oral and written forms;
- establish and maintain work relationships with those contacted in the performance of required duties.

TYPICAL WORKING CONDITIONS AND ENVIRONMENT

1. Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.
2. Work both inside and outside in a variety of temperatures and weather conditions.