

TITLE: **SITE CUSTODIAN**

QUALIFICATIONS: 1. Training and experience in performing custodial duties
 2. Knowledge of methods, materials, and equipment used in custodial work
 3. Ability to establish and maintain effective working relationships
 4. Ability to understand and follow oral and written directions
 5. Willingness and ability to work flexible schedules

REPORTS TO: Administrator as assigned

JOB GOAL: To provide students and staff with safe, attractive, comfortable and clean educational environment

PERFORMANCE RESPONSIBILITIES:

1. Performs variety of custodial duties at assigned site; normally assigned as sole custodial staff on daytime schedule; may be assigned split shifts or other flexible schedules as needed
2. Follows written schedule in performing custodial functions at assigned sites; cleans classrooms, offices, rest rooms, kitchens, cafeterias and other site facilities; operates cleaning equipment including but not limited to vacuums, buffer, floor cleaning and polishing machines, gasoline blower, etc.
3. Sweeps, scrubs, strips, seals, disinfects, mops, waxes and polishes floors
4. Cleans and vacuums carpets
5. Dusts, cleans and polishes furniture
6. Cleans walls, ceilings, windows, woodwork, chalkboards and equipment
7. Cleans and disinfects drinking fountains, telephones, trash cans, rest rooms and kitchen areas
8. Dusts light fixtures, furnaces, ledges; empties trash receptacles and pencil sharpeners; stocks and replaces towel and soap dispensers
9. Replaces lights and batteries; sets clocks; resets fire alarms and bell systems
10. Picks up paper, glass and debris; cleans, rakes, sweeps, waters grounds; checks sprinkling systems; sprays pesticides; removes graffiti
11. Sets up, moves and adjusts furniture and equipment as needed; sets up and operates sound equipment
12. Responds to emergency cleanups; makes minor repairs as needed; observes and reports maintenance needs
13. Locks and unlocks doors and gates to ensure security of buildings and grounds; turns main water, power and gas lines on and off as necessary; may respond to emergency calls as needed
14. Cares for and displays flags
15. Organizes storage areas, orders supplies and maintains inventory as needed
16. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 17

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

