

East Side Union High School District

Job title: Custodian

Description of basic functions and responsibilities

To perform routine cleaning and custodial functions at assigned school site(s) or facility. Employees in this classification report to the head custodian and receive general supervision within a framework of well-defined policies and procedures. Employees in this job class exercise responsibility for the general cleanliness of assigned areas, and perform custodial duties at an appropriate skill level.

Supervisor: Administrator

Typical duties

Performs routine janitorial and custodial functions at assigned site(s) or facilities

Cleans classrooms, restrooms, locker rooms, cafeteria, gymnasiums, offices, and related facilities

Sweeps, mops, strips, scrubs, waxes and polishes concrete, linoleum, tile and wood floors.

Vacuums and shampoos rugs and carpets

Dusts furniture; empties and cleans trash receptacles.

Cleans walls, furniture, windows, woodwork, chalkboards, lockers, and other equipment; and paints over graffiti.

Cleans door and window glass and drinking fountains

Replaces light bulbs

Picks up papers and debris; cleans walkways and entrances.

Operates cleaning equipment such as vacuums, floor cleaning and polishing machines, scrubbers, etc.

Ensures security of assigned area; locks and unlocks doors, windows and gates; turns security alarms on/off.

Assists in the set up and arrangement of furniture and facilities for assemblies, athletic events, meetings, and special events upon request to include arranging chairs, desks, equipment, etc.

East Side Union High School District

Observes and reports the need for maintenance repairs to appropriate authority

Responds to emergency cleanups such as spills and clogged drains

Performs minor maintenance, repair, and adjustments to buildings, fixtures, carpet, and equipment

Picks up/delivers parcels, food, and supplies as assigned

Performs related duties as required

Employment Standards:

Possession of a valid and appropriate California Driver's License

Knowledge of modern cleaning methods, materials, tools, and equipment

Knowledge of the safe use and operation of equipment and chemicals used in janitorial and custodial work

Ability to read at a level sufficient to successfully perform required duties

Ability to understand and follow oral and written instructions

Ability to communicate effectively in both oral and written forms

Ability to safely use and apply custodial cleaning agents, equipment, and materials

Ability to perform minor maintenance and repair work on buildings, fixtures, and equipment

Ability to meet the physical requirements necessary to safely and effectively perform required duties

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

Creation date: 10/85