

East Side Union High School District

Job title: Custodian/ Gardener

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. Also, to perform general grounds maintenance and gardening work at assigned site(s). Employees in this classification report to head custodian and receive general supervision within a framework of standard policies and procedures. This job class performs a variety of general grounds, gardening and maintenance duties in the upkeep of assigned district or school site areas and functions at an appropriate skill level.

Supervisor: Administrator with in put from Head Custodian

Typical duties

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

Cleans classrooms, restrooms, licker 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; a\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

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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

Plants, cultivates, prunes, shapes, trims, waters, and sprays trees, shrubs, hedges and plants

Plants, fertilizes, waters, mows, and cares for lawns

Operates hand and power tools and equipment including power mowers, edgers, trimmers, blowers, and other grounds maintenance equipment/tools

Uses hand tools to work soil and to remove weeds, undergrowth, and debris from school grounds and landscaped areas

Keeps school grounds clean; operates backpack blower and picks up paper, rubbish, and other debris

Hoes and rakes weeds, leaves, and grass clippings

Mixes and applies pesticides and herbicides to grounds and garden areas for pest/weed control purposes

Installs, maintains, and repairs sprinklers and sprinkler systems including sprinkler heads, lines, valves, and controllers

Mows, drags, burns, chalks, lines, and marks athletic fields for scheduled events

Maintains hoses, supplies, and tools in proper condition and repair

Performs minor service and repair work on groundskeeping equipment such as mowers, edgers, sprayers, backpack blowers, trimmers and saws

Cleans and clears debris from drains

Assists with minor maintenance and general custodial work as assigned

May interpret basic blueprints and landscaping plans

Picks up/delivers supplies as assigned

Performs related duties as required

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Employment Standards

Possession of a valid and appropriate California Driver's License

Knowledge of groundskeeping and gardening methods and practices

Knowledge of the safe use, maintenance, and operation of groundskeeping tools, power equipment, and sprinkler systems

Knowledge of the safe use and application of pesticides and herbicides for pest/weed control purposes

Ability to effectively and safely use hand and power tools associated with groundskeeping and gardening work

Ability to repair and install sprinklers and related systems

Ability to perform minor maintenance and repair work on a variety of groundskeeping equipment

Ability to understand and follow both oral and written instructions

Ability to read and write at a level necessary to perform required duties successfully

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