

St. Helena Unified School District

Position Description

Position: Custodian I	Position Number:
Department/Site: Custodial Services	FLSA: Non-Exempt
Reports to/Evaluated by:	Salary Grade: 108

Summary

Performs custodial cleaning and light maintenance of school site classroom, multi-use, office, immediate grounds, and related facilities to be in user-ready condition.

Distinguishing Career Features

This is the first level in a Custodial career path. Custodians I typically serve on evening shifts, but remain available to assist with special events and projects when schools are not in session. The Custodian II requires compliance with the stated qualifications, a minimum of two years on the job, ability to clean the assigned space to district specifications, and ability to use appropriate customer services when dealing with others.

Essential Duties and Responsibilities

- Sweeps, scrubs mops, washes, and polishes floors. Washes windows, counters, and walls. Vacuums rugs and carpets. Dusts and polishes furniture and woodwork. Cleans chalk boards and erasers. Empties pencil sharpeners.
- Maintains and makes minor repairs to buildings and fixtures. Reports other repair and maintenance needs and assists others in making repairs.
- Cleans, scrubs and disinfects restrooms. Polishes metalwork, cleans sinks, mirrors, and other restroom fixtures. Replenishes supplies including paper towels, soap, toilet paper, and related items.
- Empties and cleans waste receptacles. Picks up paper. Picks up trash containers and empties into large bins.
- Moves furniture and equipment. Sets up meeting rooms, classrooms, and other school facilities for special meeting and events.
- Raises and lowers flags. Washes walks and public areas. Cleans drinking fountains. Makes emergency cleanups in cafeteria and other areas.
- Grooms landscaping around school site buildings, parking, and play areas. Removes trash, rakes and grooms planted areas, picks up students' personal effects and transfers to lost-and-found,
- Secures doors and windows, and checks assigned areas for vandalism. Turns lights on and off. Unlocks and locks doors and gates.
- Observes pedestrian/visitor activity at the assigned site, reporting unusual activity or behavior to the appropriate level of authority. Reports safety sanitary, and fire hazards.

- Restocks supply and storage areas. May provide some delivery services.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires a basic knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance. Must have a basic knowledge of work hazards and safe work techniques, including lifting procedures. Requires some knowledge of chemical reactions and proper safety precautions for use. Requires basic knowledge of building repairs. Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Requires sufficient human relations skill to exercise courtesy when dealing with others.

▪ Abilities

Requires the ability to perform all essential duties of the position with general supervision. Must be able to observe all safety precautions and procedures. Requires the ability to perform routine maintenance tasks and to determine when to refer more complex maintenance requirements to a team leader. Must be able to operate and maintain tools and equipment. Requires the ability to follow oral and written directions and read MSD sheets. Requires the ability to work independently and collaboratively. Requires the ability to learn and apply District policies and procedures within a reasonable period of time. Requires the ability to complete hazardous materials awareness training within a reasonable period of time. Requires the ability to perform work assignments on varying shifts.

▪ Physical Abilities

Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe environmental conditions. Requires sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waist and floor levels, max. 50 lbs.), carry (max. 75 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time.

▪ Education and Experience

The position requires a High School diploma or GED and 1 year custodial experience.

▪ Licenses and Certificates

Requires valid California Driver's License.

▪ Working Conditions

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and blood born pathogens.