

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: CUSTODIAN

DEPARTMENT: MAINTENANCE & OPERATIONS

REPORTS TO: DIRECTOR OF MAINTENANCE & OPERATIONS

DEFINITION:

Under general supervision, maintains school buildings, grounds, equipment and facilities, does related work as required.

EXAMPLES OF DUTIES:

Essential duties and responsibilities include the following:

- Sweeps, mops, waxes and scrubs floors;
- Dusts, waxes, washes, and polishes furniture and woodwork;
- Empties and cleans waste receptacles;
- Washes windows and walls;
- Cleans restrooms;
- Sweeps sidewalks and areas around building;
- Moves and arranges furniture and equipment;
- Cleans fountains; polishes metal work;
- Replaces light bulbs and replenishes supplies;
- Checks lights and locks on doors and windows;
- Makes minor repairs and reports the need for other repairs;
- Takes care of equipment and materials used in custodial work;
- Operates power cleaning equipment;
- Moves, arranges, and sets up furniture and equipment for athletic or special events and meetings;
- May paint or do other miscellaneous maintenance work as directed;
- Picks up rubbish and paper and does general grounds cleaning;
- Does other general utility work such as loading and unloading trucks, setting up bleachers, grading and preparing athletic fields; cleans drains;
- Conducts and maintains record of monthly fire extinguishers.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE OF:

- Equipment, tools, terms, and methods used in building and grounds maintenance.

ABILITY TO:

- Perform heavy manual labor.

- Properly use tools and power equipment for custodial and building and grounds maintenance work.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with students, teachers, public and other District employees.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Persons performing services in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects and will occasionally lift up to 90 pounds.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, manual dexterity to operate equipment and use hand tools, and handle work with various materials and objects are important aspects of this job.

ENVIRONMENT:

- Work environment – indoors and outdoors
- Temperature – normal climate, occasional adverse weather conditions
- Chemical exposure – occasional: pesticides, gasoline, oil, solvents
- Noise/vibrations – frequent: blower
- Fumes/gases/odors – occasional: gasoline, oil, solvents
- Dust – frequent: blower
- Work surfaces – grass, asphalt, concrete and rough terrain

EXPERIENCE AND EDUCATION:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

- A minimum of one year of related paid work experience.

EDUCATION

- Equivalent to completion of high school

LICENSE REQUIREMENT

- Possession of a valid California Operators License