

Maxwell Unified School District
515 Oak Street
Maxwell, Ca. 95955
530-438-2291
FAX 530-438-2693

JOB DESCRIPTION – CUSTODIAN

DEFINITION:

Under direction of the principal or assigned lead person in charge, performs the cleaning work of the school. This employee works independently in the afternoon and night and is responsible for cleaning specific areas of the school facility. During the summer this employee may work days and assist in performing routine maintenance tasks in addition to cleaning. The prime evaluator for this employee is the site administrator.

DUTIES:

- Works from a prepared work schedule in sweeping, scrubbing, waxing, and polishing of the floors.
- Is responsible for washing windows, door glass and metal work such as door panels and handrails.
- Is responsible for cleaning and disinfecting bathrooms, locker rooms daily. Showers are to be disinfected on a weekly basis.
- Is responsible for vacuuming and cleaning carpets.
- Is responsible for using cleaning equipment such as a scrubber, buffer, wet vacuum and a vacuum cleaner.
- Cleans and dusts walls, windows, furniture, student desks, chalk or white boards, woodwork on a weekly basis.
- Empties all trashcans and receptacles on a daily basis.
- Is responsible for cleaning quad area on a daily basis.
- Performs special custodial work for faculty members or supervisors such as assisting in moving or rearranging chairs, tables, desks, furniture and replacing light globes and tubes, and assembles furnishings when necessary.
- Maintains equipment used in the course of work and reports any safety, sanitary or fire hazards to his/her supervisor.
- May assist in performing routine maintenance tasks as required by his/her supervisor.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

- Must be a high school graduate or equivalent.
- Knowledge of modern cleaning methods.
- Knowledge of the proper use and care of cleaning materials and equipment.
- Must follow safety requirements posted on all cleaning chemicals.
- Must have knowledge and skill to use cleaning materials and equipment such as a scrubber, buffer, wet vacuum, and a vacuum cleaner in a safe and orderly manner.
- Knowledge to make minor repairs on school and classroom furniture and equipment.
- Knowledge and skill to understand and carry out oral and written directions.
- Knowledge and skill to maintain cooperative relationships with those contacted in the course of his/her work.

PHYSICAL DEMANDS:

The work performed is both indoors and outdoors. Adverse conditions which may be encountered, (but not limited to) are: fumes, gasses, heat, dampness, dust, odor, crowds, noise, vibration, confined spaces, electrical hazards, stormy weather such as rain or snow, adverse traffic conditions and heights up to fifty (50) feet. Frequent lifting of up to fifty (50) pounds is required.

Board Approved: 11/00