

MOORPARK UNIFIED SCHOOL DISTRICT

CUSTODIAN

BASIC FUNCTION

Under supervision, to maintain assigned school offices, buildings and grounds in a clean and orderly condition; and to perform related work as required.

Positions in this class are at an entry and working level wherein previous experience is not required. Incumbents are expected to acquire the skills needed to perform the full scope of duties of the class through on-the-job training. The primary duties of the incumbents involve maintaining the cleanliness of buildings and adjacent area; however, incumbents may be assigned a wide range of manual and unskilled tasks as the need arises, either as a helper to a more skilled worker or independently.

REPRESENTATIVE DUTIES

ESSENTIAL FUNCTIONS:

Sweeps, scrubs, mops, waxes, and seals floors; vacuums carpets; dusts and polishes furniture and woodwork; empties and cleans waste receptacles; cleans rest rooms; washes windows, chalkboards and walls;

Polishes metal work; maintains custodial equipment and materials; shampoos carpets; moves and arranges furniture and equipment and sets up auditorium and classrooms for special events or meetings;

Replaces lights; adjusts shades or blinds, desks and other furniture; cleans venetian blinds; strips and refinished floors; raises and lowers flags; locks and unlocks doors and gates; sets and releases alarms;

Helps maintain building security; sweeps sidewalks; receives and delivers supplies; as assigned, performs minor non-technical maintenance duties, such as changing combinations on locks, replacing pencil sharpeners, painting over graffiti, replacing toilet paper and towel dispensers, unclogging sinks and toilets and repairing minor leaks in faucets and flush valves;

Operates and makes minor repairs to sweepers, vacuum cleaners, floor polishers and steam carpet cleaners; operates heating and ventilating equipment; performs the routine duties of a Groundskeeper as assigned, such as hand watering, trimming, moving, edging, raking and assisting in preparation of athletic fields;

CUSTODIAN

OTHER DUTIES:

Performs related duties similar to the above in scope and function as assigned.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Basic math and measurement;

Basic methods, materials, tools and equipment used in the custodial trade;

Appropriate safety precautions and procedures.

ABILITY TO:

Perform custodial and minor maintenance work;

Use the tools and equipment of the custodial trade skillfully and safely;

Understand and carry out oral and written instructions;

Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Strength: Heavy work - lifting, carrying and/or pushing 100 pounds, with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Incumbents may be assigned a day, swing or night shift for a five consecutive day work week to include Saturday and Sunday, according to the needs of the department.

Employees may also be required to work with chemicals, such as cleaning materials and disinfectants.