

**ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT
1750 Cirby Way, Roseville, California 95661**

Position Description

POSITION: CUSTODIAN

PURPOSE STATEMENT

The position of Custodian exists for the purposes of maintaining an attractive, sanitary and safe facility for students, staff and the public; providing equipment and furniture arrangement for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

ESSENTIAL FUNCTIONS

Cleans assigned school facilities (e.g. classrooms, offices, gymnasiums, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.

Sets up and arranges furniture and equipment for the purpose of providing adequate preparations for meetings, classroom activities and all other site related events.

Delivers when needed various items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties.

Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.

Makes minor repairs and adjustments to furniture, classrooms and school district related equipment. Replaces light bulbs, pencil sharpeners and other related items that are functional for the purpose of maintaining them in safe and working condition.

Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying/reporting vandalism requiring repairs, equipment breakage, weather conditions, etc.

Prepares facility for daily operations (e.g. opening gates, building access doors, disarming security systems, raising flags, minor repairs, etc.) for the purpose of ensuring school facilities are operational and safe.

Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.

Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Secures facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to the District.

Operates according to a schedule that is coordinated by the head custodian, the site principal and the Assistant Director of Maintenance & Operations.

JOB REQUIREMENTS – Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single non-technical tasks with some need to upgrade skills due to changing job conditions.

KNOWLEDGE is required to use and maintain cleaning materials and equipment, read and interpret instructions, and to meet district and school requirements for maintaining school buildings and grounds in a safe, clean and orderly condition.

ABILITY is required to operate basic job-related equipment using standard methods of operation, perform heavy physical labor, perform minor maintenance work, establish and maintain cooperative working relationships with a diversity of individuals, plan completion of assignments, learn schedules, and understand and follow oral and written instructions.

RESPONSIBILITIES

Responsibilities include working under standardized instructions and/or routines, providing information and/or advising other persons, and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is an opportunity to impact the district's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching and handling. Generally the job requires 30% standing, 65% walking and 5% sitting. The job is performed under significant temperature variations, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.) and in varying atmospheric conditions.

Experience: No job related experience is required.

Education: Less than High School

Required Testing: None

Continuing Education/Training: None

Certificates & Licenses: Possession of a valid California Driver's License

Clearances: All clearances required to provide service in a public school district in the State of California

FLSA Status: Non-Exempt

11/04/02