Bargaining Unit / Group: ***CSEA 868***
Salary Range: ***126***
Approved: ***January 1, 2016***
Revised:

CAMPBELL UNION SCHOOL DISTRICT
CUSTODIAN

JOB DESCRIPTION:
Under the direction of Transportation/Operations/Facilities Supervisor and Site Administrator, perform routine custodial activities at an assigned school site or facility; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

RESPONSIBILITIES:
- Perform routine custodial activities at an assigned school site or facility; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets.
- Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls and windows; unclog drains and toilets.
- Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school building.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned.
- Replace light bulbs and tubes; clean boards, trays and erasers; empty pencil sharpeners; clean tables, chairs and floors.
- Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events.
- Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as appropriate.
- Report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance and repairs to appropriate authority.
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods.
- Perform related duties as assigned.

QUALIFICATIONS:
Knowledge of:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining buildings in a safe, clean and orderly condition.
Appropriate safety precautions and procedures.
Proper lifting techniques.

Ability to:

Perform routine custodial activities at an assigned school site or facility.
Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
Use cleaning materials and equipment in a safe and efficient manner.
Operate a variety of custodial equipment.
Maintain tools and equipment in clean working order.
Move and arrange furniture and equipment.
Observe and report safety hazards and need for maintenance and repair.
Understand and follow oral and written directions.
Observe health and safety regulations.
Meet schedules and time lines.

Education and Experience:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

REPORTS TO:

Transportation/Operations/Facilities Supervisor and Site Administrator

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current schedule

EVALUATION:

Performance of this job will be evaluated in accordance with the District's policies and procedures and existing contract between Campbell Union School District and the California School Employees Association, Chapter 868.

WORKING CONDITIONS:

Indoor and outdoor work environment.
Subject to fumes, dust and odors.
Exposure to cleaning agents and chemicals.
Working on ladders.
Possible exposure to bodily fluids.

PHYSICAL DEMANDS:

While performing the essential functions and responsibilities of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms and speak and hear effectively. Climbing ladders and working from heights to replace light bulbs. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.