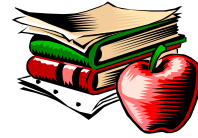




# **JOB DESCRIPTION**

## **TULARE JOINT UNION HIGH SCHOOL DISTRICT**

**426 North Blackstone, Tulare, CA 93274**



### **Custodian**

**Revised 7/11**

#### **DEFINITION**

Under the supervision of the Maintenance and Operations Supervisor, maintains assigned building, group of buildings, including office space clean, orderly, and secure during assigned shift; and other related duties as required.

#### **EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

- Cleans restrooms, dressing rooms, shower rooms, classrooms, and common areas. E
- Stocks toilet and sanitary supplies. E
- Vacuums, sweeps, and mops floors. E
- Dusts and polishes furniture and wood work. E
- Empties and cleans waste receptacles. E
- Washes windows and walls. E
- Polishes metal work; and takes care of equipment and materials. E
- Set up and prepare rooms for special events and needs. E
- Reports needed repair work to proper authorities. E
- Performs minor repairs to building fixtures and equipment. E
- Operates and checks low pressure boiler, lights, gas heaters, and other related items. E
- Waxes and refinishes floors and shampoos carpets. E
- Pick up paper and other debris from grounds and buildings. E
- May be required to perform miscellaneous maintenance work such as touch up painting. E
- Operate a variety of district vehicles and equipment. E
- Assure security of buildings and grounds during assigned times. E
- Moves and/or re-arranges furniture, chairs, desks, tables, etc. E
- Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Education**

High School Diploma or equivalent

##### **Experience**

One year of work in custodial field or similar work experience

##### **Licenses and Other Requirements**

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Valid California driver's license

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of**

- Modern cleaning methods including cleaning chalk and white boards, carpets, furniture, walls and fixtures.
- Proper methods, techniques, materials, disinfectants, tools and equipment used in modern custodial work.
- Safety best practices and work methods.
- Proper lifting techniques.
- Requirements for maintaining school buildings in a safe, clean and orderly condition.

- Oral and written communication skills.
- Health and safety regulations.
- Safe and defensive driving practices and methods.
- Read and understand Material Safety Data Sheets (MSDS).
- Interpersonal skills using tact, patience, and courtesy.

### **Ability to**

1. Maintain an assigned school site, group of buildings or office space in a clean, orderly, and secure manner during an assigned shift.
2. Maintain routine records such as work orders, equipment repairs and maintenance, chemical application, cleaning schedules, and overtime assignments.
3. Use common cleaning materials and equipment in a safe and efficient manner.
4. Operate a variety of district vehicles.
5. Learn custodial procedures, methods and schedules.
6. Observe and report safety hazards and need for maintenance and repair.
7. Maintain tools and equipment in clean working order.
8. Operate a variety of custodial equipment including a floor stripper, buffer, carpet cleaners, vacuum cleaner, and other small power and hand tools.
9. Move and arrange furniture and equipment for meetings and special events.
10. Perform minor repairs.
11. Understand and carry out oral and written instructions.
12. Meet schedules and timelines.
13. Work cooperatively with others.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Environment**

- Indoor/outdoor environment subject to changing conditions and temperatures exceeding 90 degrees at times.
- Regular exposures to fumes, dust, odors, heights, and loud noises.
- Exposure to cleaning agents and chemicals such as disinfectants, graffiti remover, floor stripper, floor wax, propane, paint thinner.
- Direct contact with the public, students, and other district staff.
- Working on ladders at varying heights.

### **Physical Demands**

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Standing and walking for extended periods of time.
- Clarity of vision at varying distances to perform custodial duties.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Occasional bending, kneeling, and crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from varying heights as necessary.

### **Hazards**

- Working with chemicals, tools, and powered machinery.
- Possible contact with blood borne pathogens and /or bodily fluids.