

MENDOTA UNIFIED SCHOOL DISTRICT

Position: Custodian
Department: Maintenance, Operations and Transportation
Reports To: MOT Director/Site Principal

FLSA: Non-Exempt
Classified

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

GENERAL DESCRIPTION

Under the direction of the assigned administrator or supervisor, perform routine custodial activities at an assigned school site, site cafeteria or District facility; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

ESSENTIAL DUTIES

- Perform routine custodial activities at an assigned school site or District 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 chalkboards, white 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.
- Assist in delivery and/or distribution of supplies and materials to and from District and school/department sites.
- Ensure the safety of the site.

OTHER DUTIES

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

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 District buildings in a safe, clean and orderly condition.

- Appropriate safety precautions and procedures.
Basic math and convert amounts.
Proper lifting techniques.

ABILITY TO:

- Perform routine custodial activities at an assigned school site or District 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.
- Must have effective interpersonal skills, ability to work harmoniously with others and adaptability and flexibility to perform work within changing priorities and with interruptions. Observe health and safety regulations.
- Meet schedules and time lines.

MINIMUM QUALIFICATIONS:

- High School Diploma or Equivalent
- Preferred general custodial experience or completion of a Custodial Training Program.

WORKING CONDITIONS

ENVIRONMENT:

- Indoor and outdoor work environment.
- Regular exposure to fumes, dust and odors.
- Frequent interruptions.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking or standing for extended periods of time.
- Seeing to perform custodial duties.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights to replace light bulbs.

HAZARDS:

- Exposure to cleaning agents, chemicals, harsh substances, blood borne pathogens and other bodily fluids.
- Working at heights.
- Exposure to foul odors.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.