

# Southern Kern Unified School District

## Position Description

Position Title: **Custodian**

Department: School Site

Reports To: Primary: Director of Maintenance and Operations, Secondary: Principal

Prepared By: Staff

Date: July 2012

Approved By: Board of Trustees

Date: August 1, 2012

**SUMMARY:** Keeps the district's school buildings in such a state of operating excellence that they present no problems or interruptions to the educational program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Takes in-service training as stipulated by contract
- Clean and sanitize restrooms, cafeteria, first aid area, and trash containers
- Sweep, dry and/or wet mop, vacuum, waxing, and buffing floors
- Empty trash containers, inside and outside buildings
- Dust, wipe and/or clean chairs, desks, tables, chalkboards, and trays
- Spot removal from walls and floors, clean walkways, and keep grounds free of trash
- Inspect all areas for unsafe conditions, maintain buildings and grounds security
- Report irregularities to Head Custodian or Office Staff
- Assist personnel in tasks requiring lifting, moving, set-up and teardown
- Restock disposable items and provide Head Custodian with inventory usage and data
- Assist in maintaining season grounds work (ice, lawn)
- Cleans and preserves designated spaces, equipment, etc. in the buildings
- Assists visiting public utilizing the facilities with directions on site buildings and in obtaining and setting up needed equipment
- Assist personnel with custodial duties, may water trees and lawns
- Check with office for mail or concerns, answer office summons – usually by school bell(s)
- Maintain vacuum cleaners and other equipment, and change light bulbs as needed

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE and LICENSE REQUIREMENT:**

- High School Diploma or GED
- One year related experience
- Valid California Drivers License.

**LANGUAGE SKILLS:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of this organization

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

**REASONING ABILITY:**

- Ability to apply common sense carrying out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations

**OTHER SKILLS and ABILITIES:**

- Ability to pass a district written and physical test
- Ability to establish and maintain effective working relationships with students, staff and the community
- Ability to perform duties with awareness of all district requirements and Board of Trustees policies

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear
- The employee frequently is required to reach with hands and arms
- The employee is occasionally required to sit
- The employee frequently must squat, stoop or kneel, reach above the head and reach forward
- The employee continuously uses hand strength to grasp tools and climbs on to ladders
- The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job
- The employee must frequently lift and/or move up to 50 pounds such as: cleaning supplies, pails and unloading trucks
- Occasionally the employee will lift and/or move up to 90 lbs. such as salt and bulk furniture
- The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors
- The employee will work near or with moving mechanical equipment
- The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays
- The employee must be able to meet deadlines with severe time constraints
- The noise level in the work environment is usually moderate

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*