

CUSTODIAN I – FACILITIES DEPARTMENT

Purpose Statement:

The job of Custodian I is for the purpose/s of maintaining an attractive, sanitary and safe facility for Students, Staff and Public.

Essential Functions:

- Assists in sanitation control, security and safety hazards for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Clean classrooms, hallways, restrooms, offices, special area rooms, locker rooms, and other areas to maintain in a sanitary, safe and attractive environment. Specific duties outlined in a separate document. A copy will be available for reference.
- Clean, check and fill all soap and paper dispensers. Dispense to verify in operating condition.
- Clean, disinfect and polish all drinking fountains, sinks and countertops.
- Empty all pencil sharpeners.
- Dust and spot clean all furniture, fixtures, equipment and accessories.
- Wipe down students desks, lab desks. Wipe down teacher's desk only if cleared off.
- Sanitize door hardware.
- Clean exterior/interior glass of all buildings and classroom door entries and partitions.
- Empty all trash containers, replace liners and carry trash to pick up areas for maintaining a clean and sanitary facility.
- Sweeps, dusts, vacuums, scrubs, waxes and polishes floors for maintaining a sanitary, safe and attractive environment.
- Wash windows, wall, woodwork and other equipment for maintaining a sanitary, clean and attractive facility.
- Interior and exterior graffiti will be noted/reported. Attempt removal of interior graffiti.
- Reports safety hazards and needs for major repairs to supervisor for identifying necessary repairs due to vandalism equipment breakage, weather conditions, etc.
- Responsible for building security for minimizing property damage, equipment loss and potential liability to organization.
- Perform other duties or tasks as assigned by the Night Lead or Plant Manager.

Reports to:	Custodian III – Night Lead
Terms of Employment:	12 months, full-time
Salary:	Support Staff Salary Schedule, Grade 10 \$13.77 to \$15.51
FLSA:	Non-Exempt
Evaluation:	This position will be evaluated annually in accordance with Governing Board policy.