

CLASSIFICATION TITLE: Custodian I

SUMMARY

Perform various cleaning duties in assigned areas of district buildings or schools in accordance with county health department standards and standards established by site administrators.

MINIMUM REQUIREMENTS

Speak, read and write in English.
Comprehend graphic/oral instructions in English.
Six months custodial/housekeeper experience OR
Related training or education

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check required (at employee's expense)
Physical Examination with lift test (Category B) by one of the clinics with which the District contracts (at employee's expense) and complete and sign a Medical History form.
Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.
Mandatory TUSD New-Hire Custodial Training

ESSENTIAL FUNCTIONS

THE LIST ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Sweep, mop, vacuum, buff, wax, polish floors and vacuum carpet; empty trash.

Ensure heating and cooling systems are turned on/off. Check gauges to ensure system is operating within established limits.

Ensure school buildings and secured areas are open at beginning of school day and secured at night.

Clean, sanitize, and disinfect restrooms, locker rooms, showers and drinking fountains.

Dust and clean furniture, blinds, windows, and equipment.

Checks supply levels. Submit request for additional supplies to supervisor for approval.

Practice school pride guidelines regarding minor repairs, refurbishing, relocations of school equipment and property.

MARGINAL FUNCTIONS

Perform maintenance to include such items as; fixing pencil sharpeners, adjusting desks, replacing light bulbs, cooling filters, adjusting doors, etc.

Move furniture, equipment, or fixtures as requested.

Sweep outdoor walkways. Inspect grounds for safety hazards and reports findings to supervisor.

Ensure school crossing signs are out at start of school day and removed at end of school day.

Maintain records of work orders and equipment out for repair.

Assist in the annual inventory of all equipment in the school. Change combinations on lockers and maintain log of combinations.

Assign and maintain a log of overtime.

Set up gym, auditorium, or cafeteria for special events, meetings, games, or plays.

Ensures area is clean and restores original set-up.

MENTAL TASKS

Communicates. Comprehends. Ability to read manuals.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds as a regular part of the job. May require occasional lifting weights up to 75 pounds. Considerable walking, climbing, stooping, bending, reaching and sitting for considerable periods of time may be required as a normal part of the job. Employees may have minor restrictions of motion; however, the restrictions must not prohibit performance of assigned duties, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Operate power driven machinery.

WORKING CONDITIONS

Indoors. Classrooms, bathrooms, offices. Contact with employees. Exposure to chemicals.

CONTROL, SUPERVISION

None

M:JOBS53001

Recls Review 6/28/96

Revised 12/00, 2/03, 6/04, 2/05

Changed lift requirement from A to B 10/07