

## **Escondido Union High School District Job Description**

**Job Title:** Custodian  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Maintenance and Operations  
**FLSA Status:** Nonexempt  
**Salary Level:** 20  
**Approved By:** Board of Education  
**Approved Date:** 8/27/13

### **NATURE OF WORK**

Maintains school and office buildings in clean and orderly conditions by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Follows a cleaning routine on a regularly assigned "run" in consideration with on-going building use.

Sweeps, mops, scrubs, and vacuums classrooms, hallways, office space, gymnasiums, performing arts centers, locker rooms, etc.

Straightens chairs, cleans chalk/white boards, empties pencil sharpeners.

Cleans and sanitizes student and faculty restrooms, replacing paper products, etc.

Empties trash and garbage containers.

Maintains building, performing minor and routine maintenance activities such as replacing light bulbs, replacing pencil sharpeners, unclogging drains, removing graffiti, etc.

Sets up and takes down special event equipment and furniture.

Provides security to the campus during the evening hours, reporting or confronting individuals who are on campus without purpose.

Washes windows, cleans blinds, waxes floors, shampoos carpets on a rotating or annual basis.

Notifies Lead Custodian concerning need for major repairs.

Cleans debris from sidewalks. May use pressure wash equipment.

Locks and unlocks rooms for employees or outside groups using facilities.

During winter and summer breaks, performs minor and routine painting and repair.

Performs other duties as assigned.

**Custodians assigned to Adult Education, Operations Center, District Service Center or other sites will perform the above duties and may perform some or all of the following:**

Cleans debris from sidewalks, grounds and parking lots.

Waters and weeds shrubs and ground cover.

May receive and distribute supplies and equipment; inventory and order custodial supplies.

May patrol campus and parking lots where Adult Education classes are held to notify administration of unauthorized activity or persons on campus.

### **QUALIFICATIONS**

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.

### **CERTIFICATES/LICENSES/REGISTRATIONS:**

Current California Drivers' License

Current 1<sup>st</sup> Aid/CPR/AED/ Certification

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED). Some experience in institutional cleaning.

### **KNOWLEDGE OF:**

Modern cleaning methods, materials, tools, and equipment; maintenance principles and sanitation methods.

### **ABILITY TO:**

Read and comprehend simple instructions, short correspondence, and memos; write simple notes/memos; answer questions and respond to requests from teachers, administrators, students and other employees; apply common sense understanding to carry out instructions furnished in written, oral or diagram form; deal with standardized situations with only occasional or no variables. Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units measurement.

### **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 regularly required to walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

### **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 is frequently exposed to wet and/or humid conditions, fumes or airborne particles, and outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

### **COMMENTS**

The individual assigned to this position must be able to work without direct supervision and demonstrate a commitment to providing a clean, safe and healthy environment for students and staff. Must be responsive to the needs of the school with regard to cleaning and event requests and must embrace a concept of teamwork. Employees of the Escondido Union High School District are expected to present a professional appearance at all times.