

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

<i>POSITION TITLE: CUSTODIAN I</i>

DEFINITION: Under the overall direction of the Director of Facilities and Transportation, site Principal, and lead custodian as assigned keeps assigned buildings and school grounds clean, safe and orderly.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Work from a prepared schedule, sweep, scrub, wax and polish linoleum, tile, concrete and wood floors
- Vacuum, clean and maintain rugs in offices, halls, entrances and rooms
- Clean and dust walls, furniture, woodwork, lockers, blackboards, whiteboards, and other equipment
- Clean windows, door glass, and drinking fountains
- Move and rearrange chairs, tables, desks, furniture and other equipment
- Empty and clean waste containers
- Turn off lights and heaters not needed
- Turn on automatic lawn sprinklers
- Wash, scrub, and disinfect restrooms and showers and locker rooms
- Perform minor repair work as necessary
- Set up and take down chairs and equipment
- Raise and/or lower flags
- Turn on alarms and secure buildings
- Participate in district-wide cleaning program during non-school periods
- Report needed repair work to head custodian
- Perform minor repair and adjustment to building fixtures and equipment as directed
- Inspect, correct and report buildings for unsanitary conditions, fire, and safety hazards
- Respond to emergency drills as directed
- Safeguard school property and equipment
- Remove paper and debris from school grounds
- Receive and store custodial supplies
- Assist in moving cafeteria supplies
- Other duties as assigned

QUALIFICATIONS:

Knowledge of:

- Methods, material and equipment used in custodial work
- Operation of shut-off valves for water, gas and furnaces, main switches and all other safety equipment
- Safe work practices

POSITION TITLE: CUSTODIAN I, Continued

Ability to:

- Use cleaning materials and equipment with skill and efficiency
- Follow work schedules and instructions that may be written or oral
- Develop and maintain cooperative work relations with those contacted in the course of the work

EDUCATION AND EXPERIENCE:

- Completion of the twelfth grade or GED
- Previous experience in related field

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of reading work orders, diagrams, labels, observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so other will understand
- Communicate using the telephone and radio
- Operate hand tools, mechanical equipment and power tools
- Operate district vehicles
- Push/pull, squat, turn, twist, bend, and stoop
- Lift/carry up to 40 lbs. and to occasionally lift/carry equipment and supplies weighing up to 80 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Indoor and outdoor working environments subject to bending, crouching, and kneeling in confined spaces such as attics and sub-floor areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of standing/walking, and with appropriate safety equipment, working with potentially hazardous materials/equipment, solvents, paints, grease, oil and other chemicals

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification is desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures