



Fremont Union High School District

Position: Custodian

Department/Site:	School	Range:	106
Reports to/ Evaluated by:	School Facilities Manager	Work Year:	225/245
		Months:	11/12

Summary of Basic Functions & Responsibilities

Under the supervision of the School Facilities Manager, performs custodial cleaning, light maintenance and minor repairs of school site classroom, multi-use, office, immediate grounds, and related facilities. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Replenishes soap and towel dispensers.
- Cleans public entry and use areas including, but not limited to hallways, stairways, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates.
- Sweeps and mops hard floors and baseboards, spot cleaning as necessary and wet mopping on a regularly scheduled basis. Vacuums and spot clean carpeted areas.
- Performs regularly scheduled cleaning of classroom, laboratory, and office areas including, but not limited to furniture, fixtures, black or white boards, and emptying pencil sharpeners.
- Maintains safe and clean walkway and grounds surrounding the assigned area. Picks up litter. Empties and cleans outdoor trash.
- Maintains custodial equipment and materials; maintains various classroom and rest room supplies, including paper towels, soap and related items; requests additional materials according to established procedures. Makes sure that secondary containers for cleaning and other products are properly labeled, and that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements. Participates with others to assemble furniture, removing from and properly disposing of packaging materials.
- Participates in set up and take down of seating and equipment for events, including theater and gymnasium use. Sets up special equipment such as barriers, benches, bleachers, floor mats, and other equipment.
- Participates in major cleaning projects that include, but are not limited to, carpet cleaning and floor stripping and refinishing
- Secures internal and external entry and exit doors, ensuring that windows are locked and lights are off.
- Documents work activities and unanticipated occurrences.
- Checks and records emergency eye wash and shower stations, fire extinguishers, first aid kits, emergency telephones for proper functioning or stock.
- Inspects equipment used on a regular basis for function and required servicing. Makes minor repairs and arranges for complex repairs.
- May deliver mail, parcels, and other materials to Post Office.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires a basic knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance.
- Requires a basic knowledge of work hazards and safe work techniques, including lifting procedures.
- Requires some knowledge of chemical reactions and proper safety precautions for use.
- Requires basic knowledge of building and plumbing repairs.
- Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms.
- Requires sufficient human relations skill to exercise courtesy when dealing with others.
- Requires the ability to observe all safety precautions and procedures.
- Requires the ability to perform routine maintenance tasks and to determine when to refer more complex maintenance requirements to a supervisor.
- Requires the ability to operate and maintain tools and equipment.
- Requires the ability to follow oral and written directions and read MSD sheets.
- Requires the ability to work independently and collaboratively.
- Requires the ability to adhere to schedules and to meet deadlines.
- Requires the ability to learn and apply District policies and procedures within a reasonable period of time.
- Requires the ability to obtain materials awareness.
- May require the ability to perform work assignments on varying shifts.

Physical Abilities:

- Must be able to function effectively indoors and outdoors engaged in work of primarily an active nature.
- Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor.
- Requires near visual acuity to write, to read directions and product labels, and to observe environmental conditions.
- Requires sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly.
- Requires manual and finger dexterity to write and to clean and make minor repairs.
- Requires the ability to lift (from overhead, waist and floor levels, max. 50 lbs.), carry (max. 50 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment.
- Requires the ability to stand and walk for extended periods of time.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position requires a High School diploma or GED and 1-year custodial or related experience.

Licenses & Certificates

- Requires a valid driver's license. Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions

- Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and blood borne pathogens.