

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

CUSTODIAN

Definition

Under general supervision, to follow a schedule in the performance of custodial duties required to maintain assigned rooms, equipment, building and adjacent areas in a clean, orderly and secure manner; to do special cleaning and building maintenance periodically; to perform routine building maintenance tasks during periods of student recess; and to do related work as required.

Responsible To

School Sites: Principal

District Office: Supervisor of Maintenance, Operations and Transportation

Examples of Duties

1. Sweeps, mops, scrubs and waxes floors.
2. Vacuums rugs and carpets.
3. Dusts, waxes, washes and polishes furniture and woodwork.
4. Cleans restrooms, replenishes supplies and fills dispensers.
5. May water lawn, trees and shrubs in the absence of grounds personnel.
6. Maintains areas adjacent to buildings in clean, safe and sanitary condition.
7. Washes windows, walls, sinks and fountains.
8. Arranges furniture and equipment for special activities.
9. Moves, arranges and sets up furniture and equipment for sporting and special events and meetings.
10. Mops cafeteria floors, wash tables and benches, and clean eating areas.
11. Observes and reports the need for repairs and makes such minor repairs as time permits.
12. Secures buildings at end of shift.
13. Picks up trash and litter, and empties and cleans trash and garbage receptacles.

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14. Participates in thorough cleaning of school plant during summer vacation, such as washing walls, cleaning light fixtures, thoroughly cleaning and polishing furniture, stripping and waxing floors.

15. Does emergency cleanup resulting from vandalism, breakage, spilling or illness.

16. Stacks, assembles and stores furniture, equipment and supplies.

17. Cleans chalkboards and trays.

18. Is responsible for reporting unruly student activities, loitering, vandalism or similar situations.

19. Raises, lowers, folds and stores flags.

20. Performs routine non-technical maintenance duties with the use of household hand tools.

21. May prepare and paint interior and exterior walls.

22. orders, receives, stores and distributes supplies.

23. May perform preventive maintenance on copying and audio-visual equipment.

24. Confers with supervisors regarding care and cleaning programs at the school plant.

25. Available for call-back in emergency situations.

26. Lights and turns off boilers and heaters.

27. Performs routine building maintenance tasks during periods of student recess by assignment to a maintenance crew, or working individually.

28. Performs other duties as may be assigned.

Qualifications Guide

Knowledge of:

1. Methods, materials and equipment used in cleaning various types of surfaces and furniture.

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2. Basic safety practices related to custodial work.
3. Basic written and spoken English.
4. Basic arithmetic.
5. Household-type hand tool usage.

Ability to:

1. Maintain work schedules in performing tasks.
2. Perform heavy physical labor.
3. Work effectively without close supervision.
4. Operate specialized cleaning and maintenance tools and equipment.
5. Understand and follow a work schedule.
6. Keep basic work records and make reports.
7. Understand and carry out oral and written instructions.
8. Maintain cooperative working relationships with those contacted in the course of work.

Training and Experience

No experience required, but some previous custodial or janitorial work is desirable; equivalent to the completion of the twelfth grade; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Physical

Good physical condition and fitness.

License

Possession of a valid California Drivers License and the ability to qualify for District vehicle insurance coverage.

Job Description Adopted: May, 1981
Job Description Revised: July 16, 1990