

Farmersville Unified School District

JOB TITLE: CUSTODIAN I

JOB DESCRIPTION

Description of Essential Functions

To perform cleaning and custodial functions at assigned site(s) and perform routine groundskeeping and maintenance duties in the upkeep of the District buildings and facilities.

SUPERVISOR: Director of Maintenance, Operations, and Transportation.

Typical Duties

- Performs responsible janitorial and custodial functions at assigned site(s).
- Cleans classrooms, rest rooms, cafeteria, multipurpose rooms, libraries, offices, and related facilities.
- Sweeps, mops, scrubs, waxes, vacuums, and shampoos carpets and floors.
- Cleans walls, furniture, windows, woodwork, chalk boards, chalk trays, and light covers.
- Empties, cleans, and lines trash receptacles.
- Dusts furniture, window sills, and shelves.
- Responds to emergency cleanups such as spills and clogged drains.
- Performs minor maintenance and repair to buildings, fixtures, and equipment; adjusts shades/blinds and desks; assembles furniture.
- Performs routine groundskeeping duties as assigned which may include mowing, weeding, and watering lawn.
- Checks and refills towel, toilet paper, and soap dispensers.
- Raises/lowers flags; sets up/takes down playground equipment.
- Performs minor/touch-up painting; replaces lights.
- Picks up papers and debris; cleans walkways and entrances.
- Operates equipment such as vacuums, floor cleaning and polishing machines, scrubbers, steam cleaners, lawn mowers and trimmers.
- Locks and unlocks doors, windows, and gates to ensure security of buildings and related areas; turns alarms on/off.
- Sets up and arranges furniture and facilities for assemblies, lunch, meetings, and special events as assigned.
- Inspects areas and grounds for vandalism, damage, and sanitary and safety hazards.
- Reports hazards to appropriate authority and prepares work orders for major repairs needed.
- Assists in performing a variety of general maintenance tasks during summer months under the direction of the Director of Maintenance, Operations, and Transportation including painting, light electrical work, carpentry, and plumbing as assigned.
- Performs all other duties similar to the above in scope and functions as required and assigned.

Requirements

Possession of:

- a valid and appropriate California Drivers License

Knowledge of:

- modern cleaning methods, materials, tools, and equipment associated with custodial work;
- routine groundskeeping methods and practices;
- the safe use and operation of equipment and chemicals used in custodial and groundskeeping work;
- the care and maintenance of custodial and groundskeeping equipment and tools.

Ability to:

- understand and follow oral and written instructions in an independent manner;
- communicate effectively in both oral and written forms;
- safely use cleaning agents, equipment, and materials;
- keep simple records;
- perform general gardening and custodial work;
- meet the physical requirements necessary to safely and effectively perform required duties;
- establish and maintain work relationships with those contacted in the performance of required duties.
- regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials;
- requires great physical demand for strength and endurance, involving heavy physical exertion;
- ability to lift over 50 lbs. and carry any object up to 25 lbs. on a continuous basis.

This job description shall apply to all M.O.T. employees who were grand-fathered in on 4/1/05 as a result of the reorganization.

Revised: May 25, 2006

Board Approved: June 14, 2005

CSEA Approved: May 23, 2005