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## BUILDING CUSTODIAN

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**JOB DESCRIPTION:**

Under general supervision, plan, schedule and perform routine cleaning work in school, office or multi-purpose buildings of the district; during scheduled recesses in the instructional program, perform routine grounds maintenance and gardening work and do related custodial and maintenance work as required.

**QUALIFICATIONS:**

1. Knowledge: Knowledge of methods, materials and equipment used in custodial work; requirements for maintaining school buildings and grounds in a safe, clean and orderly condition.
2. Ability: To use cleaning materials and equipment with skill and efficiency; use basic mechanical tools in performing necessary minor repairs and adjustments; safely use the hand and power tools of gardening and grounds-keeping work; perform minor repairs and adjustments to building fixtures and equipment, maintain equipment.
3. Education: Equivalent to completion of the twelfth grade.
4. License: Possession of a valid State of California school bus driver's license or the ability to secure one.

**TYPICAL DUTIES:**

1. Confers with principal regarding care and cleaning programs at a school plant, assists in setting up rooms for special events and needs.
2. Reports fire, sanitary and safety hazards, and needed repair work to proper authorities; as directed by immediate supervisors, performs minor repairs and adjustments to building fixtures and equipment, maintains equipment.
3. Sweeps, scrubs, mops and waxes floors; washes windows; cleans walls; furniture, woodwork and other equipment.
4. May assist in training of inexperienced personnel and monitoring of their work.
5. Requisitions custodial supplies and equipment as needed.
6. Keeps necessary records and prepares reports.
7. At appropriate times and as directed by the immediate supervisor, performs groundskeeping and gardening work as necessary to maintain site areas, including lawns, playgrounds, athletic fields, or planted areas; plants, fertilizes and irrigates shrubs, trees and lawns; sweeps walks and picks up paper and rubbish.

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8. Responsible for completion of summer maintenance schedule developed in cooperation with site administrator and Supervisor of Buildings and Grounds as follows:
- Paint inside and outside of buildings with brush, roller or spraying equipment. May have to climb ladder.
  - Install or repair fences, do cement and asphalt work.
  - Prune trees, hoe weeds, install and repair irrigation systems.
  - Replace lights and clean light fixtures (use ladder)
  - Shampoo carpets, Pull and push equipment and move classroom furniture.
  - Scrub and wax floors using electrically powered floor machine. Mop the floor and apply wax with mop.
  - Receives supplies, moves boxes.
  - Does minor carpentry, electrical and plumbing work.
  - Dust counters, cleans windows and general classroom cleaning.
  - Other duties as assigned

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the following abilities:

1. Normal manual dexterity and hand-eye coordination required to operate power and motorized equipment using both hands.
2. Physical agility to frequently stoop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to 50 pounds shoulder height and occasionally lift in excess of 50 pounds with assistance.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.
5. See and read printed matter, with or without visual aids, distinguish colors, read and understand rules and policies, labels and instructions.
6. Verbal communication including the ability to speak and hear at normal room levels.
7. Ability to use telephones and office equipment.

**WORK ENVIRONMENT:**

Work is performed in indoor and outdoor environments, exposure to dusts, oils, and cleaning chemicals. May work on ladders or scaffolding, may work with exposure to moisture, some exposure to childhood and other diseases in a school environment. Regular contact with Ripon Unified School District Staff, District Office Staff, and the public.

**Immediate Supervisor:** Site Principal and Supervisor of Building & Grounds

**Assignment:** 8 hours per day as determined by Supervisor of Building & Grounds

**Salary:** CSEA Salary Schedule: Range 42