

Coast Unified School District

Title:

Custodian

Salary Range: 9

Job Summary:

Under general supervision of the Director of Maintenance and Operations, and in coordination with the Site Administrator, the Custodian is assigned to buildings or building areas that the Custodian keeps clean and orderly, along with performing related work as required.

Qualifications:

Required:

1. High school diploma or equivalent
2. Ability to speak and write effectively in English; understand and follow oral and written instructions; work independently on own initiative; establish and maintain cooperative relationships; work calmly under pressure and with frequent interruptions
3. Ability to do strenuous physical work
4. Ability to be adaptable to changing situations
5. Maintain Forklift Operation Certification
6. Department of Justice fingerprint clearance
7. TB Clearance
8. Valid California Driver's License

Desirable:

1. Bilingual in Spanish
2. Familiarity with custodial and cleaning methods and equipment
3. Paid custodial experience preferred

Essential Functions:

Sweep, mop, and wax floors; operate floor machine; dust, wash and polish furniture and woodwork; vacuum rugs and carpets; empty and clean waste receptacles; clean erasers and blackboards; wash windows, doors, and walls; clean rest rooms; sweep sidewalks and pick up papers; clean other outdoor areas; clean drinking fountains; polish metal work; fill paper and soap dispensers; make minor, non-technical repairs including replacing light bulbs, replenishing supplies, turning out lights; lock doors and windows; observe assigned areas to prevent vandalism; assist in moving, arranging, and setting up furniture and equipment for special events and meetings; report need for repairs; maintain equipment and supplies in proper condition; assist maintenance workers in the performance of such duties as

carpentry, electrical, plumbing, window glazing and painting, and grounds workers in such duties as mowing, edging, planting, clean-up and related activities; operate fork lift; work as part of crew during school recess or special occasions; participate in staff development; do other special projects as assigned or directed.

Physical Requirements:

1. Ability to lift up to 90 pounds
2. Ability to push 30 pounds
3. Ability to pull 67 pounds
4. Ability to carry 62 pounds
5. Ability to climb ladders
6. Physical dexterity in limbs and digits to operate equipment
7. Ability to understand and carry out oral and written instructions

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Supervision:

Under the direction of the Custodian Lead and the general supervision of the Director of Maintenance and Operations

Approved: June 30, 2016