JOB DESCRIPTION
Grossmont Union High School District

CUSTODIAN

Purpose Statement:

The job of Custodian is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure. Incumbents in this classification provide students and staff with clean and sanitary facilities which directly support learning.

This job reports to Assigned Administrator

Essential Functions

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events.
- Cleans assigned school facilities for the purpose of maintaining a sanitary, safe and attractive environment.
- Evaluates situations for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment for the purpose of ensuring the availability of items required to properly maintain facilities.
- Performs duties of the Head Custodian and the Lead Custodian in their absence for the purpose of maintaining efficiency and effectiveness of the work unit.
- Performs minor maintenance for the purpose of making minor repairs and/or responding to immediate concerns.
- Prepares facility for daily operations/activities for the purpose of ensuring school facilities are operational and safe.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot/s.
- Repairs furniture, fixtures and equipment for the purpose of ensuring that items are available and in safe working condition.
- Responds to immediate safety and/or operational concerns for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds (e.g. set alarms, lock doors, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to organization.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Attends in service training for the purpose of receiving information on new and/or improved procedures.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance; adhering to safety practices; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning and institutional maintenance; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a wide variety of types of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with constant interruptions; meeting deadlines and schedules; working irregular hours; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

CPR/First Aid Certificate

Continuing Educ. / Training

Blood Borne Pathogen Training
Lockdown Procedures Training

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	11/10/2005	Unit III 26