

Windsor Unified School District

JOB DESCRIPTION

TITLE: Custodian I

PRIMARY FUNCTION:

Under the general supervision of the Director of Maintenance and Operations and the daily coordination of the site administrator, performs custodial services as assigned.

DIRECTLY RESPONSIBLE TO: Director of Maintenance and Operations and the site administrator.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

- Cleans and disinfects assigned areas; sweeps, scrubs, mops and refinishes floors
- Cleans and sanitizes carpets
- Cleans and disinfects restroom facilities
- Dusts and cleans furniture, desks, chairs and all hard surfaces (ie: windows, white boards, counters, etc.)
- Performs a variety of other custodial duties; replaces light bulbs, adjusts blinds, moves desks and other furniture and setup for facility use
- Performs routine grounds maintenance
- Performs major cleaning of buildings and grounds
- Loads and unloads trucks, moves and delivers supplies when necessary
- Operates custodial and grounds equipment safely and effectively
- Secures buildings and grounds, locks and unlocks doors/gates, sets alarms
- Performs other related work as required

REQUIRED QUALIFICATIONS:

ABILITY TO:

- Follow oral and written direction read and write at a level sufficient to fulfill the duties to be performed for the position described
- Possess a valid and appropriate California driver's license
- Work a flexible schedule and respond to emergency situations
- Operate and use the tools and equipment commonly employed in the custodial trade
- Perform heavy manual labor as needed
- Relate positively to students, staff and the public
- Work cooperatively as a team
- Maintain confidentiality of school related information

EDUCATION:

- High school diploma or equivalent

DESIRABLE QUALIFICATIONS:

- Ability to communicate in Spanish

PHYSICAL DEMANDS:

Work Position (Percentage of Time):

Standing: 45 Walking: 45 Sitting: 10

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs): 50 Lifting: 3 Bending: 4

Pushing and/or Pulling Loads: 3 Reaching Overhead: 3 Kneeling or Squatting: 3

Climbing Stairs: 1 Climbing Ladders: 4

Board Adopted 1-10-95

Revision 12-15-09

Revised: 8/20/16

Approved: 2/6/18