

# Windsor Unified School District

## JOB DESCRIPTION

**Title: Custodian I - Floater**

### DEFINITION

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.

### EXAMPLES 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
- May be assigned day shift or night shift as needed
- Moves between school sites as assigned
- 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

**DESIRED QUALIFICATIONS:**

- Ability to communicate in Spanish

**PHYSICAL ACTIVITY REQUIREMENTS:**

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

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Approved: 04/21/2015

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