

ANTELOPE ELEMENTARY SCHOOL DISTRICT
Position Description

- POSITION:** Custodian
- TERMS OF EMPLOYMENT:** Range 5, 180 Days
- REPORTS TO:** Director of Maintenance, Operations, and Transportation
- MINIMUM QUALIFICATIONS:**
- High School diploma or equivalent.
 - Valid California Driver's License.
 - Ability to lift considerable weight.
 - First Aid and CPR certification desirable.

GENERAL SUMMARY

Under direct supervision of the Director of Maintenance, Operations, and Transportation, maintains school facilities in a clean and orderly condition.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Performs custodial duties in an assigned group of school classrooms and building areas.
- Sweeps, mops, waxes, strips, scrubs and vacuums floors.
- Dusts, washes, and polishes furniture and woodwork.
- Empties and cleans waste receptacles.
- Washes windows and walls; cleans rest rooms.
- Moves and arranges furniture and equipment.
- Cleans drinking fountains.
- Polishes metalwork.
- Turns out lights and locks doors and windows.
- Reports the need for repairs.
- Performs a security check at end of work shift.
- Operates power-cleaning equipment.
- Replaces light bulbs and may make minor non-technical repairs.
- May travel between school sites.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Ability to learn and maintain schedules providing for regular cleaning of assigned areas.
- Ability to operate various types of electrical and cleaning equipment.
- Ability to follow oral and written instructions.
- Ability to work independently and without close supervision.

WORKING CONDITIONS

- Physical demands include lifting up to 50 pounds, standing and walking for extended periods, bending at the waist, pushing, pulling, carrying, twisting/turning, climbing ladders, see to assure proper and complete cleaning, and dexterity of hands and fingers to operate power cleaning equipment.
- Light to moderate stress level.

ENVIRONMENTAL CONDITIONS

- Work environment both indoors and outdoors, subject to evening or variable hours.
- Temperature – usually normal climate, occasional adverse weather and conditions.
- Chemical exposure – occasional; solvents, cleaning compounds, polish fumes, paint, lacquer and varnish.

JOB PARTICULARS

- Equipment/work aids – gloves, goggles, hearing and face protectors, as necessary.

CONTACTS

- Daily contact with students and District staff.
- Occasional contact with parents, community members and outside agency personnel.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.