

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
CUSTODIAN**

DEFINITION:

To provide students and employees with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, develop, and work.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Keep building and premises, including sidewalks, neat and clean at all times.
- Sweeps or vacuums classrooms daily and dusts furniture.
- Scrubs and disinfects restrooms, floors, work tables, student desks, fixtures, and drinking fountains daily.
- Washes all windows on both the inside and outside at least twice each year and more frequently if necessary.
- Keep all floors in a clean and attractive condition and in a good state of preservation.
- Cleans all whiteboards at least once a week.
- Reports immediately to immediate supervisor any damage to school property.
- Remains at assigned place during work hours, when the use of the building has been authorized and attendance is required by the immediate supervisor.
- Assumes responsibility for the securing of the buildings each work day and determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off. Turns off all heating/cooling systems.
- Keeps an inventory of supplies and requisitions such needed replacements through proper channels far enough in advance so that they may be delivered in such time as will not hinder the custodian's duties.
- Moves furniture or equipment within buildings as required for various activities and as directed by the immediate supervisor and superintendent.
- Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Follows daily and weekly schedule for cleaning offices and/or classrooms.
- Drive frequently for department business.

QUALIFICATIONS:

High School education or equivalent
Valid California driver's license and evidence of insurance.

Knowledge of:

Modern cleaning methods and procedures
Methods, materials, and equipment utilized in a comprehensive cleaning
Safe working methods and procedures

Ability to:

Learn schedules, procedures, and the use of tools and equipment used in custodial work
Work without immediate supervision
Understand and follow oral and written directions
Work cooperatively with other employees

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

EDUCATION:

Equivalent to the completion of twelfth grade.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.