

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005

Salary Schedule: 20; Row: 16

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: CUSTODIAN

JOB PURPOSE STATEMENT: To maintain an attractive, sanitary and safe facility; provide adequate arrangements for meetings, classroom activities and events; and minimize property damage, loss and liability exposure.

JOB FUNCTIONS:

- Confers with supervisor/administration regarding care of facilities and cleaning programs at the work site
- Cleans school facilities (i.e. classrooms, restrooms, offices, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment
- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events
- Informs other site personnel for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities
- Uses cleaning agents, supplies and equipment in a safe manner and performs basic math to calculate accurate dilution of cleaning agents
- Knows methods and use of cleaning materials, equipment, and supplies and safe work practices
- Reports the repair of furniture and equipment for the purpose of maintaining inventory and ensuring availability of items as needed to properly maintain facilities
- Cleans and makes minor repairs to custodial and maintenance equipment assigned to the work site
- Assists in reporting and preventing facility vandalism
- Assists in receiving and distributing supplies and equipment to the appropriate parties

JOB TITLE: CUSTODIAN

Page 2

JOB FUNCTIONS – continued

- Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site
- Performs occasional routine grounds/facilities maintenance functions
- Maintains a cooperative working relationships with those contacted in the course of work
- Maintains a pleasant appearance and demeanor
- May be required to work alone during evening hours assignment
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten/typed documents and instructions
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, lift (50 pounds), carry (50 pounds), climb, and walk
- Able to sustain manual labor up to 8 hours
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to use respirators, for personal protection, as necessary
- Able to work at various elevated heights and in restricted spaces in a safe and effective manner
- Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

JOB TITLE: **CUSTODIAN**

Page 3

JOB QUALIFICATIONS – continued

Experience:

- One year of prior job related experience in a school or institutional setting is desirable

Licenses, Certifications, Bonding, and/or Testing:

- Physical Examination Clearance
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.