

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Custodian I

CLASSIFICATION: Classified

REPORTS TO: School Site/District Administrator

BASIC FUNCTION:

The Custodian I is responsible for performing routine cleaning and custodial functions at assigned school site(s) or facility.

The Custodian I works closely with specific staff to perform custodial duties at school site(s) and other facilities.

REPRESENTATIVE DUTIES:

- ◆ Performs routine janitorial and custodial functions at assigned site(s)
- ◆ Cleans, sweeps, mops, vacuums, dusts all offices, classrooms and related facilities. Includes walls, windows, floors, drinking fountains, etc.
- ◆ Picks up paper debris and empty all trash receptacles
- ◆ Replaces lights in light fixtures
- ◆ Operates cleaning equipment such as vacuums, floor cleaning and polishing machines, scrubbers, etc.
- ◆ Locks and unlocks doors, windows and gates to ensure security of buildings and related areas
- ◆ Assists in the set up and arrangement of furniture and facilities for assemblies, lunch, athletic events, meetings and special events upon request to include arranging chairs, desks, equipment, etc.
- ◆ Observes and reports the need for maintenance repairs to appropriate authority
- ◆ Responds to emergency clean-ups such as spills and clogged drains

- ◆ Set alarms
- ◆ Clean chalk/white boards and trays
- ◆ Performs related duties as required

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ◆ Modern cleaning methods, materials, tools and equipment
- ◆ Safe use and operation of equipment and chemicals used in janitorial and custodial work

Ability to:

- ◆ Read at a level sufficient to successfully perform required duties
- ◆ Understand and follow both oral and written instructions
- ◆ Communicate effectively in both oral and written forms
- ◆ Safely use and apply cleaning agents, equipment and materials
- ◆ Work safely and effectively on ladders and scaffolding
- ◆ Meet the physical requirements necessary to safely and effectively perform required duties
- ◆ Perform heavy physical labor including but not limited to the ability to lift up to 50 lbs
- ◆ Maintain the confidentiality and security of sensitive information
- ◆ Use technology, machines and/or tools appropriate to the position

QUALIFICATIONS:

- ◆ Valid California Drivers License
- ◆ High School Graduate or equivalent
- ◆ One year custodial experience or equivalent

TERMS OF EMPLOYMENT:

- ◆ 12 month position
- ◆ Salary schedule placement: Level 15 on the current SEIU Salary Schedule
- ◆ Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current contract language between SEIU and Livermore Valley Joint Unified School District

PHYSICAL DEMANDS:

	Never	Rarely	Occasional	Frequently	Continuous
Standing					X
Walking				X	
Sitting		X			
Lifting (to 50 lbs.)					X
Bending					X
Twisting					X
With both hands:					
Manipulate small objects					X
Holding, grasping, turning					X
Eye/hand coordination					X
Picking, pinching, fingering					X
Hearing with both ears:					
Near					X
Distance to 20 feet					X
Vision:					
Clarity at 20 inches or less					X
Clarity at 20 feet or more					X
See up, down, left and right					X
Speech and Language:					X
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone				X	
Short-term memory recall				X	
Long-term memory recall				X	X
Reading			X		
Writing			X		

Board Approved 8/17/04