

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Custodian
DEPARTMENT: Maintenance Department
FLSA: Non-Exempt
REVISED:

REPORTS TO: Director of FMOT
CLASSIFICATION: Classified
SALARY GRADE: 010
BOARD APPROVED:

BASIC FUNCTION:

Under general supervision, to perform routine custodian work at the District facilities; other related duties may be assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Performs routine custodial duties including but not limited to cleaning all indoor areas, bathrooms, multipurpose rooms, play areas, quads, and walkways; confers with principal or supervisor regarding care and cleaning at the school site;

Informs Director of F.M.O.T. and/ or principal of needed repairs; prepares for and arranges custodial services for a variety of special activities or events;

Maintains a sufficient quantity of janitorial materials and informs the FMOT director or designee of needed supplies;

Makes minor repairs to school equipment and buildings such as changing light bulbs, replacing outlet covers, unplugging minor clogs; checks heating/cooling system to insure adequate temperatures throughout the plant and changes heating and cooling filters as directed;

Inspects school site, grounds, and school equipment for waste, vandalism, and hazardous conditions; resets clocks;

Hoists flags; receives and delivers supplies;

Rearranges equipment and furniture among the various school buildings;

Other related duties as assigned.

MINIMUM QUALIFICATION:

EDUCATION AND EXPERIENCE:

Reading and writing skills sufficient to perform duties and read and understand MSDS sheets required. Prior custodial experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Requires valid California Driver's License

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requires general knowledge of the methods, materials, tools and equipment used in custodial work.
Must have a good knowledge of work hazards and safety procedures.

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ABILITY TO:

Must be able to perform all of the essential duties of the position with limited supervision. Must be able to maintain tools and equipment in working condition.

Requires the ability to perform routine custodial tasks and be able to determine when to refer more complex maintenance requirements to a supervisor.

Must be able to communicate effectively, both orally and in writing.

Must be able to follow oral and written directions.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed in a variety of District facilities; some exposure to controlled and hazardous substances and chemicals; some contact with staff and the public.

PHYSICAL REQUIREMENTS:

Requires the ability to walk, bend, stoop, and perform repetitive arm and shoulder motions with moderate exertion. Must lift light to medium weight materials or equipment up to 75 pounds on a frequent basis, over 75 pounds on an occasional basis. Requires the ability to operate and maneuver demanding equipment such as floor polishers, carpet cleaners, extension window cleaners. Requires visual acuity and depth perception to operate equipment and read safety materials.