

## **LA HABRA CITY SCHOOL DISTRICT JOB DESCRIPTION**

### **Day Custodian**

#### **Definition**

Under supervision of Site Principal (and Director of Maintenance, Operations & Facilities during school recesses), this position will keep a school site clean, orderly, sanitary and in safe condition during the day.

#### **Typical Tasks**

- Perform a variety of custodial tasks to prepare facility for pupils and staff and special custodial work upon request of a supervisor or director.
- Perform routine, repetitive tasks in the cleaning and care of buildings, grounds and furniture. Sweep, vacuum, scrub, mop, clean sinks, wax floors, disinfect rooms, dust, wash walls, move furniture, empty waste baskets and trash containers.
- Clean assigned areas and grounds on a routine basis, including the removal of graffiti.
- Maintain restrooms and eating areas; cleaning, sanitizing, refill all dispensers, unplug stopped toilets, sinks or fountains as needed.
- Make minor repairs and perform light maintenance required to keep site safe and secure. Change light fixtures, set up chairs and tables, sound and other equipment for meetings and workshops.
- Make requested adjustments to classrooms, setting up for various special events.
- Operate various industrial cleaning machinery; including vacuums, floor polisher/buffer; and may perform minor repairs to furniture.
- Walk the campus to check for vandalism and unsafe conditions.
- Order custodial supplies, and turn in work orders for major repairs for the District's maintenance staff.
- Assist with deliveries as needed.
- Perform other related duties as assigned.

#### **Minimum Qualifications**

**Education:** Completion of high school or General Education Development (GED).

**Experience:** Must have one year custodial experience.

**Knowledge of:** Safe work practices, basic cleaning methods, supplies and tools used in custodial work.

**Ability to:**

- Follow oral and written instructions; and understand and maintain a work schedule.
- Read warning labels, safety precautions and instructions on cleaning supplies and machinery.
- Perform repetitive tasks and heavy manual labor, and lift up to 50 lbs. without assistance.
- Use required equipment skillfully and safely; lift heavy trash containers or boxes of supplies and materials.
- Establish and maintain cooperative relations with others.
- Make minor non-technical repairs as needed.

**License:** Must have a valid California Drivers License and be insurable.

**PHYSICAL REQUIREMENTS**

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions in this custodial classification. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

**Work Environment:**

In this position, the employees work in an outside environment and are exposed to seasonal heat and cold and/or adverse weather conditions. There is also moderate exposure to cleaning agents, chemicals, fumes, dust, odors, vibration and moving mechanical equipment. Employees are generally assigned to one site; they may also be shared between two work sites requiring driving between work locations. The noise level in this work environment is usually moderate. Employees will work near and around children.

**Physical Demands:**

The physical demands of this position include constant walking on varied surfaces and/or standing for extended periods. Ability to lift, pull or otherwise move objects up to 50 pounds without assistance. There is also constant carrying, lifting, pushing and pulling of moderately heavy objects up to a maximum of 75 pounds. Employees in this position occasionally climb ladders and work from heights as needed to change light bulbs, clean LCD projectors, etc. Bending at the waist and neck, occasional kneeling and/or stooping and balancing is also required, as is overhead reaching, reaching below the waist, above the shoulders and horizontally. While performing the duties of this job, the employee is regularly required to use hands and fingers, and arms to handle or feel objects, tools, or controls and operate general cleaning equipment. Hearing and speaking to exchange information is also necessary as is specific vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to perform custodial work.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

**Candidate must pass pre-employment physical prior to the first day of employment.**

Salary Range: 27  
Schedule: 1

Last Revised: 11/94

PRESENTED TO THE PERSONNEL COMMISSION: January 3, 2012 (1<sup>st</sup> Reading)  
February 7, 2012 (2<sup>nd</sup> Reading)