

JOB DESCRIPTION

Pleasanton Unified School District

CUSTODIAN I

Purpose Statement:

The job of Custodian I is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

Essential Functions

- Arranges furnishings and equipment (e.g. assembly, meetings, luncheon, sporting events, removing furniture, etc.) for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Cleans assigned facilities and grounds (e.g. classrooms, offices, restrooms, grounds, swimming pool, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Delivers various items (e.g. supplies, furniture, audio visual equipment, boxes, etc.) for the purpose of distributing materials to the appropriate parties.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Prepares facility for daily operations (e.g. opening gates, building access doors, raise flag, traffic cones, etc.) for the purpose of ensuring facilities are operational and safe for occupancy.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, graffiti, unauthorized individual, animal, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to organization.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends in service training (e.g. blood born pathogens, cleaning solvents, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Oversees facility maintenance activities and assigned custodial personnel as may be required for the purpose of ensuring functions are performed efficiently.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; and adhering to safety practices.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning including floor and carpet; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, some problem solving is required to analyze issues, create plans or action and reach solutions. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

Valid Driver's License

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 15