

Corning Union Elementary School District
Job Description

JOB TITLE: CUSTODIAN

Salary Range:	19	Department: Custodial/Maintenance
Reports To:	Site Principal and Supervisor Of Maintenance and Operations	Approved by: Board of Trustees January 17, 2007

POSITION SUMMARY:

Under direct supervision of the Supervisor of Maintenance and Operations, maintains school facilities in a clean and orderly condition.

ESSENTIAL FUNCTIONS:

Cleans rooms, hallways, lobbies, restrooms, corridors, cafeteria, stairways, and other related work areas.

Sweeps, scrubs, waxes, and polishes floors, using brooms, mops, and power cleaning appliances.

Vacuums rugs and carpets.

Dusts furniture, equipment and other items in offices, classrooms and other work areas.

Washes walls, woodwork and windows as necessary.

Empties trash.

Sets up rooms for meetings, classes, or special events.

Performs campus security inspections and prepares required reports.

Keeps campus/grounds free from debris.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

May be required to perform grounds maintenance, which may include but is not limited to, mowing, edging, weeding, and pruning.

Performs other work related duties as assigned.

QUALIFICATIONS/EDUCATION:

Ability to perform lifting and heavy physical labor.

Ability to work in extremely hot or cold weather conditions, whether indoors or outside.

Knowledge of school facility cleaning methods, materials, and equipment.

Ability to operate: vacuum cleaners, floor scrubbers and buffers, and carpet cleaning equipment.

Ability to speak, read, write, and communicate effectively in English.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

High school diploma or equivalent desirable.

Must possess a valid California driver's license.