

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification: CUSTODIAN **Salary Range:** 69
Employment Category: Classified Bargaining Unit **FLSA Designation:** Non-Exempt

Job Summary:

Under direction maintains assigned facilities in a clean and orderly manner; performs a variety of diverse duties assuring that buildings and grounds are maintained, repaired and secured in a timely and efficient manner.

Essential Job Functions:

- **Arranges** furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events.
- **Cleans** school facilities (i.e. classrooms, offices, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- **Delivers** variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing the materials to the appropriate parties.
- **Informs** students, other site personnel and supervisor for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities.
- **Secures** facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.

Other Job Functions:

- **Assists** other personnel as assigned for the purpose of supporting them in the completion of their work activities.
- **Repairs** furniture and equipment for the purpose of ensuring that items are available and in safe working condition.
- **Requests** equipment and supplies for the purpose of maintaining inventory and ensuring availability of items as needed to properly maintain facilities.
- **Washes** dishes and food preparation related utensils in the Central Kitchen for the purpose of maintaining sanitary conditions.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to use cleaning agents, supplies and equipment; perform basic math to calculate accurate dilution of cleaning agents. Knowledge of methods and use of cleaning materials, equipment, and supplies, safe work practices. Ability to follow oral and written instructions, adhere to safe work practices, work independently with minimal supervision, perform a variety of tasks, adjust to flexible assignments often with short notice, and communicate with students, staff and the public.
- **Physical Requirements:** Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, good vision, speaking, and hearing abilities; bending at the waist, kneeling, crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; climbing ladders which entails good balance; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 86 pounds, frequently lift up to 50 pounds and constantly lift a minimum of 20 pounds; have the capability to push 92 pounds maximum force and possess the capability to pull 92 pounds maximum force. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flue, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other atmospheric hazards include, but are not limited to constant exposure to cleaning solvents, wax strippers, spray cleaners, dust, chalk dust, chalk boards, etc.; Protective Clothing/Devices: Rubber gloves, safety glasses, dust mask, back support belts.
- **Training Required:** One (1) year of custodial or janitorial experience.
- **Licenses, & Certifications Required:**
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Written examination.

Personnel Commission: 11/10/98
Salary Modification: 07/01/00
Revised: 10/27/05