



# Lakeport Unified School District

2508 Howard Avenue, Lakeport, CA 95453

707-262-3000

707-263-7332 (fax)

## **Job Description**

### **Positions:**

Custodian

Night Custodian

### **General Description:**

- Under the direct supervision of the Director of Buildings and Grounds and the site principal.
- Perform necessary routine cleaning and minor repairs to buildings and grounds and to maintain schools in a safe, clean, orderly and attractive condition.

### **Specific Duties and Responsibilities:**

- Duties may include, but are not limited to the following:
- Assists with the distribution of all school supplies and equipment.
- Provides assistance related to supplies, equipment and repair requests.
- Performs routine cleaning such as sweeping, vacuuming, dusting, floor scrubbing, waxing, mopping, wiping chalkboards/whiteboards, dumping trash, cleaning windows, etc.
- Cleans restroom sinks, toilets, mirrors, replaces paper and soap products in order to maintain an adequate supply. Disinfects and mops daily.
- Changes light tubes, bulbs and ballasts as needed.
- Cleans kitchen and cafeteria trays, tables and floors.
- Secures all doors at the end of each work shift.
- Recognizes and deals with safety hazards in a manner appropriate to eliminate such hazards.
- Participates in major cleaning during winter, spring and summer breaks.
- Performs light maintenance duties, using hand tools, etc.
- Cleans sidewalks, curbs, parking lots and playgrounds.
- Assists buildings and grounds department as needed.
- Establishes and maintains cooperative working relationships with all employees and students.
- Locks and unlocks doors and gates, secures doors at the end of each work shift.
- Checks and reports vandalism and raises flags.
- Other custodial or maintenance duties as assigned.

### **Basic Qualifications:**

- High school diploma or equivalent.
- Possession of a valid California Class C driver's license.
- Knowledge of basic building and grounds maintenance.

**Required Skills:**

- Ability to read, comprehend and apply written work orders.
- Ability to communicate with students and adults.
- Ability to work independently.
- Ability to lift trash cans, boxes, etc.
- Ability and skill to use cleaning agents, supplies and equipment.

**Physical Requirements:**

- Ability to stand, walk, reach with hands and arms, stoop, kneel, crouch and crawl for extended periods of time; frequently required to climb or balance; ability to lift up to 25 pounds and push or pull objects weighing up to 50 pounds or more.
- Dexterity of hands and fingers to operate tools needed for the job.
- Ability to read and understand labels and directions.
- Ability to communicate so others will be able to understand a normal conversation in person, or on the telephone and radio.
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**Working Conditions:**

Public school working environment frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to toxic or caustic chemicals. Employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles. The noise level in the work environment can be loud.

**Hours:**

Up to 8 hours per day.

**Days:**

The working period is five days per week, twelve months per year. Holidays, vacations, sick leave, lunch periods and rest breaks will be provided in accordance with the Lakeport Unified Classified Employees' Bargaining Agreement and Ed Code.

**Salary:**

Range E - Classified Salary Schedule (Custodian)

Range F - Classified Salary Schedule (Night Custodian)

**Evaluation:**

Director of Buildings and Grounds