

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**3304 B Highway 12 - P. O. Box 788**  
**San Andreas, CA 95249**  
**209/754-2300**

**JOB TITLE:** *Custodian/Gardener*  
**WORK YEAR:** *260-Day unless posted otherwise*

**JOB DESCRIPTION:** Under the general supervision of the Maintenance and Operations Supervisor, to perform cleaning and light maintenance work necessary to maintain a clean and orderly appearance of school building and adjacent areas including routine gardening work and to do related work as required.

**ESSENTIAL JOB TASKS:**

**(any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class)**

1. Sweep, scrub, mop, wash and oil floors.
2. Operates powered vacuum cleaners and scrubbers.
3. Washes, wipes and dusts windows, walls, furniture, shelves and whiteboards.
4. Washes, scrubs and sanitizes restrooms, shower and dressing areas, drinking fountains and food service areas.
5. Cleans and polishes metal fixtures.
6. Cleans lighting fixtures and changes incandescent and fluorescent lights.
7. Moves and arranges furniture and equipment.
8. Stores and dispenses classroom, restroom, foodstuffs and cleaning supplies.
9. Prepares facilities for indoor/outdoor school and community activities.
10. Operates heating, cooling and lighting controls and otherwise insures security of buildings, classrooms and school property.
11. Observes and reports needed maintenance and repair work.
12. Drive vehicle to pick up supplies/furniture and to maintain athletic fields.
13. Sweeps outside walkways and corridors.
14. May do light grounds maintenance work such as cleaning walks, mowing and weeding.
15. Assists in routine and minor plumbing, electrical, painting, glazing, carpenter and equipment maintenance work.
16. Pick up trash and empty and clean trash receptacles.
17. May direct the work of extra hire helpers.
18. May assist as a helper to skilled maintenance personnel and may perform light maintenance duties.

**KNOWLEDGE/SKILLS/ABILITIES:**

1. Knowledge of:
  - \* Modern cleaning methods and the use and care of cleaning materials and equipment.
  - \* Basic safety practices related to cleaning methods.
  - \* Basic household maintenance procedures and practices.
  - \* Operation and care of vacuums, scrubbers and similar equipment.
  - \* Location of main switches, shut of valves, gas, electrical, computer and water lines, etc.
  - \* Safety standards for mowers, trimmers, etc.
  - \* Safety standards for weed control, i.e. spraying, posting.
  
2. **Ability to:**
  - \* Maintain work schedules in performing tasks.
  - \* Perform minor carpentry, plumbing, painting and electrical maintenance.
  - \* Climb and perform work from ladders, scissor lifts and scaffolding.
  - \* Work effectively without close supervision.
  - \* Work indoors and outdoors under a variety of weather conditions.
  - \* Perform light grounds maintenance work.
  - \* Understand and carry out written instructions.
  - \* Maintain cooperative working relationships with those contacted in the course of work.
  - \* Perform manual labor and lift heavy objects utilizing proper physical safety measures.
  - \* Work independently and follow through on all work as assigned.
  - \* Read, write and speak English and perform some basic mathematical calculations.
  - \* Lift or carry frequently 1-35 lbs, occasionally lifting 50-75 lbs.
  - \* Walk throughout work shift. Distance may be up to 5 miles per day.
  - \* Pass a physical for the position.
  
3. High School diploma or equivalent.
  
4. Experience as custodian, janitor, housekeeper or positions having similar duties is desirable.
  
5. Possession of a valid California Driver's License with proof of insurance.

**SALARY:**                    **Placement on the CSEA Salary Schedule, Range E**

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Board Approved: 11/16/2010