

San Leandro Unified School District
Office of Human Resources
Job Description

CUSTODIAN A

DEFINITION:

Under supervision, to perform routine cleaning work in the school, office or recreation buildings, and to do related work as required. Hours of assignment are flexible.

EXAMPLES OF DUTIES:

Working from a prepared work schedule; sweeps; scrubs; waxes; polishes linoleum, tile and wood floors and vacuums rug and carpets. Under the direction of the Head Custodian, cleans offices, nurses and faculty rooms, classrooms, shop buildings, gymnasiums, libraries, recreation rooms, auditoriums, dining rooms, cafeterias, hallways, ramps, and stairways; cleans and dusts walls, furniture, woodwork, hall lockers and other equipment; picks up paper and other refuse on grounds and sweeps walks and entrances; washes, scrubs and disinfects rest rooms and shower rooms; cleans windows, door glass, and drinking fountains; cleans and polishes metal work such as door panels and hand railings; empties and cleans waste containers; lights and turns off room heaters and hot water heaters, as needed; assists in moving or rearranging chairs, tables, desks, furniture, and other equipment; replaces light globes; makes minor repairs or adjustment in classroom furniture; maintains equipment used in the course of work, reports safety and sanitary and fire hazards; assists in the restoration of buildings and grounds during summer vacation; may assist in grounds keeping or as a helper to a skilled maintenance worker.

(WHERE APPLICABLE) – Operates and services swimming pool filters, pumps and chlorinators; test pool water for P.H. and chlorine content; keeps water at proper temperature; vacuums pool to remove dirt and foreign objects; cleans pool area.

DESIRABLE QUALIFICATIONS:

Knowledge of:

Modern cleaning methods and the use and care of cleaning materials and equipment.

The tools and basic practices of building maintenance worker.

Ability to:

Use cleaning materials and equipment with skill and efficiency.

Perform heavy physical labor.

Understand and follow a work schedule and verbal and written directions.

Work cooperatively with others.

Work safely on ladders within OSHA restrictions.

EXPERIENCE:

One full year of full time paid experience in janitorial work.

EDUCATION:

Equivalent to completion of the twelfth grade.