

**Geyserville Unified School District
Custodian
(All Sites)**

The goal of Geyserville Unified School District is to provide the leadership needed to ensure that systems and operations run as smoothly as possible enabling staff and students to go about exemplary teaching and learning. An additional intention is to build upon the strengths of these leadership-minded staff members and utilize their skills and talents to assist with this goal.

Position Overview/Definition

Under the general supervision of the Supervisor of Maintenance and Operations and the coordination of site administrators, the Custodian performs cleaning, custodial, Emergency maintenance and plumbing, routine repair work to facilities and grounds throughout the District as required.

General Duties and Responsibilities

Regular duties and responsibilities may include, but are not limited to the following:

- Assists the Supervisor of Maintenance and Operations in the regular inspection of buildings to which assigned, performs emergency maintenance tasks, and performs minor repairs and other adjustments to building fixtures and equipment
- Reports needed major repair work to the Supervisor of Maintenance and Operations or to the Site Manager on a regular basis.
- Cleans assigned classrooms and offices daily, including necessary dusting, sweeping, vacuuming, mopping, emptying wastebaskets, cleaning blackboards, and orderly arrangement of desks
- Periodically scrubs and waxes floors, cleans carpets, dusts and polishes furniture and fixtures, cleans windows, restores blackboards, or other periodic major cleaning of facilities.
- Opens classrooms and offices and raises flags each morning, and lowers flags and locks classrooms, offices and all other doors and any other functions necessary to secure buildings for which he/she is responsible.

- Cleans and sanitizes restrooms and maintains various restroom supplies, including paper towels, soap, tissue and other sanitary items.
- Replaces light bulbs, adjusts shades and windows, adjusts and moves desks and other furniture, sets up rooms for special occasions and later restores them to their original order, as the need might arise or as directed.
- Cleans lunchroom after each meal, washing tables, emptying trash, and performing necessary vacuuming or mopping tasks
- Provides assistance to the food service program, transporting meals and food service equipment, cleaning kitchen floors, unloading and assisting with the storage of food and other supplies
- Performs special custodial work upon request of site administrators and supervisory personnel
- Performs thorough cleaning of facilities in vacation periods and participates in major summer and extended vacation operational and maintenance programs.
- Opens and closes classrooms and other school facilities for various community activities and services.
- Maintains grounds and exterior of buildings as required
- Loads or unloads food, supplies or equipment from trucks as directed.
- Assists in the scheduling of and performs thorough cleaning of facilities in vacation periods and participates in major summer and extended vacation operational and maintenance programs.
- Projects a positive image of the District to the public and community
- Performs other related duties as assigned.

Standards of Knowledge and Ability

Knowledge of:

- Basic, general building and grounds maintenance, inventory, ordering and scheduling practices.

- Modern methods of cleaning and preserving floors, walls and other elements of district buildings and facilities, and the safe and effective use and care of cleaning materials, disinfectants, tools and equipment used in custodial work.
- Requirements for maintaining school buildings in a safe, clean and orderly condition.
- Painting, minor repairs and emergency maintenance work, tools required for these purposes and their proper use.
- Basic grounds keeping practices.

Ability to:

- Use cleaning materials and equipment with skill and efficiency.
- Perform physical labor.
- Work a flexible schedule; adjust to changes in scheduling and to accommodate the needs of emergency situations.
- Use mechanical tools to perform minor repairs and adjustments.
- Effectively read, write and carry out verbal and written directions.
- Lift 50 lbs. of weight.
- Establish and maintain cooperative working relationships with those contacted in the course of work, relate positively to students and staff, and to project to the school community a positive image of the District.
- Maintain confidentiality of school related information.

Education Required

- High School Diploma or equivalent

Credentials / Training Required

- Additional training in the building or maintenance trades desirable

Experience Required

- At least two years of experience in custodial and/or maintenance work, preferably in schools.

Additional Requirements and/or Qualifications

Additional Requirements:

Fingerprinting: In accordance with AB 1610 & 1612, Chapter 452 & 840, all district employees must complete a fingerprint background clearance through the California Department of Justice prior to beginning work.

TB Test: Before being employed and beginning work for this District, you will be required to file evidence of having a tuberculosis examination (Intra-dermal skin test) with a negative result. Medically verified positive skin test results require a chest x-ray. You will be responsible for the cost of this test.

Authorization to work: As required by the Immigration Reform and Control Act of 1986, all persons who are offered employment must provide the District with documents that establish their identity and employment eligibility.

Post Offer/ Pre-Employment Assessment (P.O.P.P.): Employment in positions of custodial work, food services, full inclusion aide, and bus driving require applicants to take and successfully pass a Post Offer/ Pre-Employment physical with a medical office appointed by the District. The District will pay the cost of the P.O.P.P. test for eligible candidates.

The Geyserville Unified School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.