

DUBLIN UNIFIED SCHOOL DISTRICT

CUSTODIAN III

GENERAL DESCRIPTION

Under general supervision of the school principal, perform general cleaning work and minor maintenance in school and office buildings; supervise and coordinate the cleaning assignments and work of the other custodians assigned to the school; and perform all other related duties as assigned.

EXAMPLE OF DUTIES

Working from a prepared work schedule, sweep, mop, scrub, wax, and polish concrete, linoleum, tile, and wood floors; vacuum and shampoo rugs and carpets in classrooms, offices, shop buildings, multi-purpose rooms, libraries, faculty rooms, and kitchens; clean, dust, and wash walls, furniture, woodwork, hall lockers, and other equipment; wash, scrub, and disinfect restrooms and shower rooms; clean windows, door glass, and drinking fountains; clean and polish metal work; empty and clean waste containers; assist in moving or rearranging chairs, tables, desks, furniture, and other equipment; replace light bulbs; make minor repairs or adjustments to classroom furniture; maintain equipment used in the course of work; direct visitors and safeguard school property; perform routine groundskeeping duties; report safety, sanitary, and fire hazards; perform special duties and assignments at the direction of principal or other competent authority; instruct other custodians in the proper use of cleaning compounds, chemicals, and equipment; schedule special cleaning projects such as summer clean up; supervise and coordinate the cleaning assignments of other custodians.

MINIMUM REQUIREMENTS

Knowledge of:

- Modern cleaning methods and preferred methods of cleaning and preserving floors, walls, and fixtures.
- Tools and equipment used in custodial work.
- Tools and their use for minor maintenance work.

Ability to:

- Read, write, and communicate in English.
- Work independently
- Supervise and instruct other custodians
- Use cleaning materials and equipment with skill and efficiency.
- Work cooperatively with others.
- Follow verbal and written directions.
- Perform heavy physical labor.
- Schedule and coordinate work assignments.
- Read and understand instructions on labels, operating instructions, and other materials related to the work.
- Provide proof of freedom from tuberculosis.

TRAINING AND EXPERIENCE

Two years of experience as a school custodian with at least one year of experience in the Dublin Unified School District.

SALARY PLACEMENT

Range 15

Revised 5/98