

## BUCKEYE UNION SCHOOL DISTRICT

**POSITION:** Custodian/Groundskeeper

**DIRECTLY RESPONSIBLE TO:** Principal and Head Custodian/Maintenance Technician

**BASIC FUNCTION:**

The custodian is responsible for maintaining an assigned area of building and grounds at a high standard of cleanliness and safe operating condition so that full educational use of those can be made at all times.

**PERFORMANCE RESPONSIBILITIES:**

1. Sweeps and dusts assigned areas.
2. Empties waste baskets, pencil sharpeners and other trash receptacles and disposes of same in dumpsters.
3. Mops, scrubs and disinfects all restrooms as assigned.
4. Cleans drinking fountains daily.
5. Sweeps sidewalks, corridors and parking areas as needed.
6. Regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water and electricity.
7. Maintains, as assigned, the multi-use room according to the principal's calendar and direction. Coordinates the "setting-up", "taking-down", etc. for lunch service, physical education equipment, assemblies, and other special events.
8. Cleans windows as needed.
9. Assists in major maintenance projects when assigned.
10. Secures plant before leaving premises.
11. Delivers teacher and administrative supplies to schools.
12. Assists with grounds as assigned.
13. Performs other duties as assigned by the principal or head custodian.

**QUALIFICATIONS:**

Knowledge of cleaning methods relating to equipment, school buildings and grounds. Capable of performing heavy physical labor. Establish and maintain effective relationships with personnel contacted during course of responsibilities. Understand and follow oral and written directions. Have experience performing duties as listed in performance responsibilities.

**EDUCATIONAL REQUIREMENTS:**

High school graduate or equivalent. Satisfactory work experience may be substituted on a year-for-year basis for the educational requirements.

**SALARY:** Range 9 Classified Salary Schedule

**APPROVED:** 11/18/87