

Enterprise School District

Redding, California

JOB DESCRIPTION

Custodian with Maintenance Duties

DEFINITION

Under the supervision of the School Principal or head custodian, responsible for keeping the school grounds and buildings clean and well maintained.

DUTIES

Custodial: Raises and lowers flags; prepares school for opening and closing; checks all points for security; sweeps, mops, vacuums, dusts, cleans walls, doors, window sills, windows and furniture. Empties waste containers and disposes of rubbish; cleans restrooms thoroughly; maintains towel and tissue dispensers; arranges tables in cafeteria for serving; cleans kitchen; assists cooks with supplies and heavy containers and handles storage of food shipments; prepares athletic field for sports activities; mows, waters, and fertilizes lawns as required; cares for shrubs, trees, or other landscaping; shampoos carpets, strips and waxes floors; maintains equipment used in course of work; performs other custodial work as required to maintain a standard operational procedure. Moves furniture and equipment for special events, replaces lights, adjusts desks and tables, cleans and replaces furnace filters, and makes other minor non-technical repairs; effectively communicates problems that arise to the immediate supervisor; may include driving to pick up supplies and/or equipment; performs other duties which reasonably relate to the above.

Maintenance: includes but is not limited to the following:

repair/replace plumbing (main valves, other valves, fountains, sinks, faucets, toilets, washers, roter sewer line, etc.); building maintenance/repair (floor tiles, door adjustments, pneumatic adjustments, locks, glass replacement, construct bookcases and cabinets) air conditioning minor repair; roof repair, patching; mower, blower repair; minor electrical repair; install and maintain sprinkler systems with timers; maintain and replace timers; make minor AV, telephone, intercom, fuse replacements, etc; other maintenance or technical duties as assigned, which are reasonably related to the above.

QUALIFICATIONS

Ability to do general custodial work and demonstrated technical knowledge of electrical, mechanical, structural systems and practices; performs heavy manual labor; maintains harmonious relationship with others; conducts duties in an enthusiastic manner. Education equivalent to completion of eighth grade and/or previous experience performing duties similar to those listed above. Valid California Driver's License.