

**FALLBROOK UNION HIGH SCHOOL DISTRICT  
CUSTODIAN I  
Position Description**

**BASIC FUNCTION:**

Under the supervision of the Director of facilities or Designee, maintains assigned areas in a safe, clean, orderly fashion; sets up for and tears down after special events; ensures areas are secure and utilities are conserved when facilities are not in use; and assists Custodian II's in the performance of other related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** – Duties may include, but are not limited to the following:

- Cleans district facilities such as: classrooms, restrooms, showers, locker rooms, shops, cafeteria, snack bars, gymnasium, offices and adjacent walkways, hallways and grounds.
- Performs tasks such as sweeping and mopping hard surface floors.
- Vacuums rugs and carpets.
- Cleans and sanitizes plumbing fixtures such as commodes, urinals, sinks, showers, drains, etc.
- Dusts, polishes, and washes furniture, equipment, walls, chalkboards, mirrors, windows, etc.
- Empties and cleans waste receptacles and trash cans.
- Moves, arranges and sets up furniture and equipment for meetings and special events.
- Picks up and disposes of paper and other debris on grounds and walks.
- Sweeps and scrubs sidewalks, walkways and other exterior hard surface areas.
- Unlocks and locks facility doors and gates.
- Prepares work orders for repairs requiring the attention of the maintenance section.
- Makes minor repairs and adjustments as abilities and time permits.
- Replaces light bulbs.
- Assists the Custodian II with tasks such as scrubbing, stripping, waxing and polishing hard surface floors, spot cleaning and shampooing carpets.
- During school vacations may participate in detail, heavy cleaning, and minor maintenance such as simple furniture repairing, painting, ceiling and light fixture cleaning, etc.
- When working at night and on weekends, will be on guard for trespassing, vandalism and loitering on school grounds.
- May be required to handle toxic cleaning chemicals.

**QUALIFICATIONS:**

**Knowledge of:** Proper school cleaning methods and procedures care and use of equipment used in the performance of custodial work and handling and use of cleaning chemicals.

**Ability to:** comprehend written and oral instructions in the English language. Understand simple maps and schedules and calculate proportioning instructions on cleaning product labels.

**Experience and Education Required:** Any combination of education and work experience equivalent to the eighth grade. Previous experience in the building maintenance trades preferred. Valid California Driver's License required.

**Contacts:** Daily contact with students and District staff; occasional contacts with parents, community members and outside agency personnel.

**WORK ENVIRONMENT:**

School and office environment

**Supervisor:** Director of Facilities or Designee  
**Work Year:** 8 Hours per day, 12 Months per year  
**Salary:** Range 7  
**Overtime Status:** Non-Exempt

Revised & Board Approved: 1/24/2011