

**PIERCE JOINT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: CUSTODIAN/GROUNDS WORKER/BUS DRIVER

SALARY LEVEL:	7	DIVISION:	Classified
DEPARTMENT:	School Site	LOCATION:	School Site/Bus Shed
REPORTS TO:	Site Administrator/Transportation Supervisor		
APPROVED BY:	Board of Trustees	BOARD APPROVED:	

SUMMARY: Under the direct supervision of the building principal, the custodian is responsible for the cleanliness and general maintenance of the school facilities and minor grounds work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Dusts and polishes furniture and woodwork; cleans chalk and white boards and erasers; empties pencil sharpeners. Cleans sinks.
- Sweeps, mops, scrubs and applies floor finish to floors and surfaces of many types.
- Empties and cleans the waste receptacles, refills dispensers with appropriate soap and paper products.
- Cleans, scrubs and disinfects restrooms, showers and related areas; wash windows, walls, tables and benches; polishes metal work, cleans sinks, mirrors and other bathroom fixtures.
- Maintains custodial equipment and materials; maintains various classroom and restroom supplies, including paper towels, soap and related items; requests additional materials according to established procedures.
- Adjusts and arranges furniture and equipment; sets up facilities for special events and meetings as assigned; assists school personnel with heavy objects and stocking of kitchen shelves as required.
- Inspects on a monthly basis buildings, grounds, playground equipment, and fire extinguishers for broken equipment of vandalism, and reports the need for repairs.
- Picks up paper and other debris from grounds and building; empties trash containers.
- Reports damage of unsafe conditions to the site administrator.
- Responds to emergencies and takes appropriate action to protect public and property.

PIERCE JOINT UNIFIED SCHOOL DISTRICT
JOB TITLE: CUSTODIAN/GROUNDS WORKER/BUS DRIVER
Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES - CONTINUED

- Works safely in accordance with applicable rules, regulations, laws and district safety standards. Utilizing PPE appropriate safety protocols and equipment to protect yourself, staff, students and public.
- Performs minor maintenance duties as requested.
- Participates in thorough cleaning and restoration of school facility during vacation periods.
- Paints, on occasion, projects on a small to medium scale.
- Waters shrubs and lawns, mows and maintains small lawn areas, and makes minor repairs to sprinkler heads.
- Performs related duties as assigned.
- Inspects bus daily according to list provided.
- Keep inside and outside of bus dusted and windows clean.
- Keep turn signals, blinker lights, stop light and windshield clean at all times.
- Students will not move around in the bus when it is in motion. They will also stay seated until the bus comes to a complete stop for unloading.
- Report any problems to the Transportation Supervisor.
- Do not let students off the bus other than at their scheduled stops unless they have a written consent form from the parent.
- In case of an accident, report it immediately to the Transportation Supervisor, regardless of how small it might seem. Also report any possible hazards encountered or any other problems that might arise.
- The driver will operate the school bus as prescribed by the state and local laws.
- Transports students and teachers on field trips and sports events to various locations.
- Operate a school bus exercising good judgment and safety precautions.

PIERCE JOINT UNIFIED SCHOOL DISTRICT
JOB TITLE: CUSTODIAN/GROUNDS WORKER/BUS DRIVER
Page 3

SUMMER RESPONSIBILITIES: Under the general supervision of the Superintendent or designee perform assigned summer maintenance duties as needed within the district. Responsibilities will be similar to those described in the site responsibilities, but may be at different locations within the district and may be assigned to exterior projects as well as interior cleaning projects.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED): one year of related experience required; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out basic or specific written or oral instructions. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: First aid/CPR certificates must be acquired during the employee's probationary period. California Driver's License (may be required by the first day of service). California Department of Motor Vehicles printout of the employee's driving record may be required. California Class III Drivers License.

OTHER SKILLS AND ABILITIES: Ability to interact with staff members, students, parents, and others in an open, friendly business-like manner. Ability to properly use cleaning chemicals and supplies. Ability to properly operate water vacuum, strippers, vacuum cleaner, shampooer, mower, weedeater, and other tools related to job duties.

PIERCE JOINT UNIFIED SCHOOL DISTRICT
JOB TITLE: CUSTODIAN/GROUNDS WORKER/BUS DRIVER
Page 4

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds to a height of six feet, occasionally lift and/or move up to 50 pounds to a height of five feet, and rarely lift and/or move up to 60 pounds to a height of four feet. However, while lifting amounts above 60 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB