

**DIOCESE OF SACRAMENTO  
JOB DESCRIPTION**

<b>SCHOOL:</b>	
<b>POSITION:</b>	<b>Custodian</b>
<b>CLASSIFICATION:</b>	<b>Non-Exempt</b>
<b>SCHEDULE:</b>	

**REPORTS TO:** Principal

**Definition:**

Under supervision, to perform routine cleaning and maintenance work in school buildings and grounds.

**Examples of Duties:**

Working from a prepared work schedule, sweep, scrub, wax, or polish concrete, linoleum, tile and wood floors and vacuum rugs and carpets in offices, nurses, and faculty rooms, classrooms, gymnasiums, libraries, recreation rooms, auditoriums, dining rooms, cafeterias, hallways, ramps and stairways; cleans and dusts walls, furniture, woodwork, hall lockers and other equipment; pick up refuse on grounds and sweep walks and entrances; wash, scrub and disinfect restrooms and shower rooms; clean windows, door glass, and drinking fountains, clean and polish metal work such as door panels and hand railings; empty and clean waste containers; light and turn off room heaters and hot water heaters; move or rearrange chairs, tables, desks, furniture, and other equipment; replace light globes; make minor repairs or adjustments to classroom furniture; maintain equipment used in the course of work; report safety, sanitary and fire hazards; cut and trim grass and shrubs; water lawns and shrubs and perform related duties as required.

**Minimum Qualifications:**

**Knowledge of:** Modern cleaning methods and the use and care of cleaning materials and equipment.

**Ability to:** Use cleaning materials with skill and efficiency; perform heavy physical labor; understand and follow a work schedule and oral and written directions; work cooperatively with others.

**Experience:** None required.

**Education:** Equivalent to completion of the eighth grade.

