



HARMONY UNION SCHOOL DISTRICT
Job Description
Custodial and Maintenance Technician

Job Classification: Custodial and Maintenance Technician
Work Location: Harmony Elementary & Salmon Creek School
Job Range: Range C
Calendar: 12 Months / 248 Contract Days
Immediate Supervisor: Site Administrator
Date Approved: 5/21/2009

Position Summary:

Under the general direction of the Site Administrator, the Custodial and Maintenance Technician is responsible for the cleaning of classrooms, bathrooms, and library; to report maintenance and repairs of buildings, equipment and grounds, as needed, in a timely manner to the Head of Custodial and Maintenance. Job specific duties and schedule to be determined by Site Administration and Head of Custodial and Maintenance.

Duties and Responsibilities ~~Example of Duties:~~

- Maintain buildings in a clean and orderly condition as per written and oral instructions.
- Daily/nightly security checks
- Other duties as assigned
- Clean light fixtures and remove spider webs
- Empty all wastebaskets and replace liners when needed
- Sweep or vacuum entire floor area
- Shake out doormats
- Close windows and sliding glass doors
- Replace hand towels, liquid hand soap and Kleenex
- Spot mop and mop traffic areas
- Clean window sills and counters
- Clean chairs and desks and replace missing gliders
- Wash windows
- Move classroom/office furniture, equipment, and supplies
- Distribute shipments to classrooms
- Complete district checklist log sheets per building assignment daily
- Maintain security by checking and locking doors and gates when not in use
- **Daily routine for restrooms:**
 - Check and stock hand towels, liquid hand soap and toilet tissue
 - Empty trash and replace liners
 - Wipe down surfaces, dispenser, faucet handles, latches, flush levers, commodes, sinks and mirrors with disinfectant
 - Sweep and mop floors with disinfectant
 - Add disinfectant to commodes
 - Clean tile

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- Remove graffiti
- **Daily routine for offices, common areas, and classrooms:**
 - Check and stock hand towels, liquid hand soap
 - Empty trash and replace liners
 - Clean and disinfect surfaces, dispenser, sinks and faucets
 - Dust and clean room and tables
 - Vacuum and clean all floors
 - Sweep and mop floors with disinfectant

Supervision

The Custodial and Maintenance Technician is directly responsible to the Site Administrator who sets work schedules and provides for the annual evaluation. The Custodial and Maintenance Technician is under the general direction of the Head of Custodial and Maintenance and Administration.

Education, Experience and Qualifications

- Education: formal or informal education in an amount sufficient to provide the ability to read, write and speak English at a level necessary to perform the job.
- One year of custodial or related experience.
- Methods, materials and equipment used in custodial work and in school equipment cleaning.
- Use cleaning materials and equipment with skill and efficiency.
- Understand and follow a work schedule with either oral or written directions.
- Ability to safely lift objects and supplies that weighs up to 20kg
- Mobility skills that allow the person to safely manage and maintain a large production garden and community events
- Evaluate various custodial supplies and types of equipment; inspect, clean, evaluate and repair most buildings and school equipment; plan and organize efficient custodial operations; establish and maintain cooperative working relationships with those contracted during the course of work.
- Have a good sense of pace and priority in performing several tasks in a short amount of time.