

Job Summary:

As a member of a traveling custodial crew, maintain the cleanliness of various office sites and child development centers.

Essential Functions:

- Sweep, mop, scrub and vacuum floors and stairs; strip and/or wax as required;
- Dust, polish and clean furniture, woodwork and fixtures;
- Service, clean and disinfect classrooms, offices, bathrooms and kitchens;
- Empty trash and garbage containers and wash and disinfect as required;
- Notify supervisor concerning need for major repairs or additions to lighting, heating and ventilating equipment;
- Provide immediate assistance for the health and safety of the children, parents, public and staff;
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floor, fixtures and personal injury.
- Safely mix water and detergents in containers to prepare cleaning solutions, according to specifications.
- Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Steam clean or shampoo carpets.
- Move furniture, equipment, or supplies, either manually or by using hand trucks.
- Remove leaves and debris from sidewalks, play areas, driveways, or parking areas.
- Monitor building security and safety by performing tasks such as locking doors after operating hours, checking electrical appliance use to ensure that hazards are not created and setting alarms.
- Set up, arrange, or remove decorations, tables, chairs, to prepare facilities for events or meetings.
- Drive trucks or other vehicles to work sites.
- Monitor building premises to ensure occupant or visitor safety.
- Confer with coworkers to coordinate maintenance or cleaning activities.
- Select equipment, materials, or supplies for cleaning or maintenance activities.
- Maintain equipment or systems to ensure proper functioning.
- Work cooperatively with grounds crew team members.
- Safely load, secure and transport grounds equipment between worksites.
- Adhere to safety guidelines and procedures and wear personal safety equipment (protective eye wear, gloves, hearing protection, face masks, steel toe shoes)

Knowledge and/or Abilities:

- **Abilities to:**
 - Work without direct supervision; manage time wisely
 - Read and understand a variety of instructions provided in written, oral, diagram, or schedule format
 - Keep accurate records of inventory and receipts
 - Write simple correspondence
 - Operate and maintain cleaning equipment.
 - Accept constructive criticism
 - Communicate and cooperate with others
 - Maintain confidentiality of information.
 - Perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials.
 - Use hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
 - Provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
 - Observe, receive, and otherwise obtain information from all relevant sources.
 - Develop specific goals and plans to prioritize, organize, and accomplish your work.
 - Inspect completed work to ensure conformance to specifications, standards, and State licensing

- requirements.
- Follow schedule work and remain flexible, depending on work priorities, equipment availability, or weather conditions.
- **Knowledge of:**
 - Cleaning procedures
 - How to safely store chemicals
 - Chain of command;
 - Program policies and procedures, including Material Safety Data Sheets;
 - Health and Safety regulations;
 - Machines and tools, including designs, uses, repair and maintenance.
 - Safe work procedure in the operation of hand and power tools and equipment.

Working Conditions and Physical Abilities: Inside buildings (preschool classrooms, bathrooms, kitchens, offices) and outside with playgrounds and parking lots; Varying weather conditions; High places (e.g. rooftops); Exposure to fumes, airborne particles, toxic or caustic chemicals, electricity; Traveling to meetings and trainings throughout Tulare County; The noise level can be from extremely quiet to high; Stand, walk, use hands to finger, handle or feel objects, tools or controls; Climb, balance, stoop, kneel, crouch, crawl; Regularly lift and/or move up to 25 pounds; Frequently lift and/or move up to 50 pounds; Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Education and Experience Required:

- High school graduate or GED
- Experience as janitor or custodian

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License and use of personal vehicle.
- Proof of automobile liability insurance.
- Meet and follow TCOE driving standards.

FLSA Status: Non-Exempt

March 2019

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.