

CUSTODIAN

DEFINITION:

Under general supervision of the Principal/site supervisor keeps assigned structures and surrounding areas in a clean, sanitary, safe and orderly condition; performs custodial and cleaning duties; does special cleaning assignments, including those involving outside areas as requested; secures rooms, buildings and appurtenances; during Winter, Spring and Summer recess periods Custodians work day hours under the general supervision of the Supervisor of Warehouse, Custodial and Emergency Services; assumes and performs related work as is necessary or required.

CLASS CHARACTERISTICS:

The Custodian is distinguished from the Head Custodian class in that the primary assignment is the cleaning and closing of District offices and school sites during evening hours and that of the Head Custodian is to open, clean and perform other assigned duties at school sites during day hours.

EXAMPLES OF DUTIES:

Cleans restrooms, class rooms, walls, windows and blackboards/whiteboards; *E*

Unlocks, locks, secures areas and turns lighting on/off as appropriate; *E*

Collects, disposes of trash, and redistributes waste containers; *E*

Vacuums rugs, carpets and other areas; *E*

Dusts, washes furniture, woodwork, cupboards, counters and other surfaces and areas; *E*

Fills soap and paper dispensers; *E*

Sweeps, mops, scrubs, and waxes floors and surfaces of many types and kinds on interior and exterior of facilities; *E*

Arranges furnishings and equipment for meetings, classroom activities and events; *E*

Communicates with staff and Principal/site supervisor regarding maintenance, safety and activity issues; *E*

Checks areas for vandalism, reporting or correcting as necessary; *E*

Sweeps walks, breezeways and other exterior areas, removing gum and spots as necessary; *E*

Performs minor repairs and/or upkeep on facilities as authorized (replace ceiling tiles, change light bulbs, graffiti removal and touch-up painting, adjusting door closures, etc.); *E*

Reports needed major repairs promptly in accord with established procedures; *E*

Maintains custodial equipment for proper operation and long-term service; *E*

Informs supervisor of needed servicing of equipment; *E*

Keeps supplies in an orderly fashion and reorders supplies to assure on-hand availability;
***E* denotes an essential function of the job.**

May assist with special cleaning assignments and light maintenance tasks;
Keeps grounds free of rubbish;
May be asked to drive and pick up equipment or materials at various sites;
May work on related assignments throughout District, when assigned;
May be called to work for site or District wide emergencies;
Some positions may require traveling to work at more than one site;
May put up/take down flag(s);
Participates in District in-services, workshops and/or seminars.

SUPERVISION:

General supervision is received from a Principal/site supervisor or designee during normal school session. During Winter, Spring and Summer recess periods general supervision is received from the Supervisor of Warehouse, Custodial and Emergency Services. Leadership, guidance and some assignments are also provided by the site Head Custodian.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:**Knowledge of:**

Proper methods, materials, tools and equipment used in custodial work;
Appropriate safety precautions and procedures.

Ability to:

Perform basic custodial work;
Read, write, understand and follow verbal and written instructions in English, including those found on custodial supplies and equipment and following a work schedule;
Communicate in English, well enough to be understood and convey specifics in emergency situations;
Work late afternoon and evening hours;
Work independently without close supervision;
Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

Individuals possessing the knowledge, skills and abilities listed above are considered to possess education sufficient to succeed in this classification. Six (6) months of previous custodial work experience is required.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

Performs heavy work - occasionally lifts, carries, and/or pushes objects weighing up to 100 pounds; frequently lifts, carries and/or pushes objects weighing 25 or more pounds, reaches above shoulders, walks (occasionally on uneven surfaces), stands, climbs (ladders, stairs), and uses both legs; uses fingers on both hands to grasp irregularly shaped objects; operates mobile motorized equipment; visual acuity sufficient or correctable to see small details; works inside and outside; works with sharp objects; is exposed to frequent temperature changes, noise, odors, dust, fumes and/or vapors; may work in isolation from others frequently without direct guidance from supervisor. Works late afternoon and evening shift, beginning at approximately 3:00 p.m. Required to change regularly assigned shift to work during the day shift for winter, spring, and summer recess periods. Employment contingent upon passing physical and back evaluation test.

LICENSES REQUIRED:

Some positions may require a valid and appropriate California Driver License in order to pick up supplies, equipment or work at more than one site.

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