



## CUSTODIAN

Revision Date: 01/23/19

### BRIEF DESCRIPTION OF POSITION

Under the direction of the Operations Manager, perform routine custodial duties at a designated school or District site during an assigned shift; maintain buildings in a clean, orderly, safe and secure condition.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Perform routine custodial duties at a designated school or District site during an assigned shift; sweep, scrub, mop, strip, wax floors; vacuum rugs and carpets in classrooms, offices and other work areas; spot clean and shampoo carpets.
- b. Clean classrooms, cafeterias, offices, library, kitchens, gymnasium, hallways, lounges, locker rooms and other facilities as assigned; dust, sanitize and wipe down desks, tables, furniture, doors, countertops, equipment and woodwork; spot mop spills; remove gum, debris and graffiti as needed.
- c. Empties and cleans waste receptacles and pencil sharpeners; Pick up paper and other debris from walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school buildings; empty waste receptacles; replace trash liners.
- d. Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with paper towels, soap, toilet paper, seat covers and other items; clean mirrors, tile, walls, light fixtures and windows; unclog drains and toilets.
- e. Move and arrange furniture and equipment as required; set-up and assemble chairs, tables and other furniture and equipment for meetings, special events and other activities as assigned; clean up furniture, equipment and debris following these events.
- f. Perform minor maintenance and repairs on facilities, furniture and equipment; replace light bulbs as needed; refer major maintenance and repair needs to appropriate staff; report vandalism and safety, sanitary and fire hazards; respond to emergency custodial requests as needed.
- g. Lock and unlock doors, windows and gates as appropriate; set alarms as required; maintain security of assigned areas according to established guidelines
- h. Clean whiteboards and trays, erasers whiteboards as needed; empty pencil sharpeners; prepare and clean tables, chairs, benches and floors after events as assigned.
- i. Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, pressure washers and other equipment as assigned.
- j. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

### KNOWLEDGE AND ABILITIES

#### Knowledge of:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.  
Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.  
Proper methods of storing equipment, materials and supplies.  
Requirements of maintaining District buildings in a safe, clean and orderly condition.  
Appropriate safety precautions and procedures. Proper lifting techniques.  
California Assembly State Bill-892 (Restrooms Cleaning Standards)

#### Ability to:

Lift objects weighing up to 50 pounds.  
Perform routine custodial duties at a designated school or District site during an assigned shift.  
Maintain buildings and adjacent grounds areas in a clean, orderly, safe and secure condition.  
Use cleaning materials and equipment in a safe and efficient manner.  
Operate a variety of custodial equipment.  
Maintain tools and equipment in clean working order.  
Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.  
Understand and follow oral and written directions.  
Observe health and safety regulations.  
Meet schedules and time lines.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain regular and consistent attendance.

**PHYSICAL DEMANDS**

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking or standing for extended periods of time.
- Seeing to perform custodial duties.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position. Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights.
- Exposure to cleaning agents and chemicals.
- Working on ladders.

**WORKING CONDITIONS:**

- Indoor and outdoor work environment.
- Regular exposure to fumes, dust and odors.

**REQUIREMENTS**

**WORK YEAR:** 12 Months

**EDUCATION:** Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above including two years of custodial experience, preferably in a school environment.

**OTHER:** Must pass district test. Must be willing to work off hour shifts and overtime as necessary. Must be willing to be exposed to a variety of chemical cleaning and related products, using appropriate safety precautions and equipment.

**LICENSE:** Must possess a valid California Driver's license

**SALARY:** Range 13

**BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance