



LOMPOC UNIFIED SCHOOL DISTRICT

CUSTODIAN

JOB SUMMARY:

Under the direction of the Operations Supervisor, perform routine custodial activities at an assigned school site or facility; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform routine custodial activities at an assigned school site or facility; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices and other work areas; spot clean and shampoo carpets.
- Clean classrooms, cafeterias, kitchens, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; clean chalkboards, white boards, trays and erasers; dust and polish furniture and woodwork; empty waste receptacles; remove gum, debris from premises, clean, and report graffiti as needed.
- Clean, scrub and disinfect student and staff restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; wash mirrors, tile, walls and windows; unclog drains and toilets; restock paper supplies and soap as necessary; clean drinking fountains.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, sanitizing machine and other equipment as assigned; drive a vehicle to conduct work as assigned by the position.
- Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set security system as appropriate.
- Report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance and repairs to appropriate authority; respond to immediate safety and/or operational concerns; monitor and update fire extinguisher tags.
- Prepare classrooms, gymnasiums, Boardroom and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events.
- Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes.
- Deliver supplies, packages, furniture, or other items to appropriate personnel at the site.
- Move, arrange, and assemble furniture and equipment as requested.

OTHER DUTIES:

- Participate in the thorough cleaning and restoration of campus facilities during vacation periods.

- Assist with general grounds or maintenance activities as required by the position, including but not limited to removing debris from hallways and walkways.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses and other Requirements

- Some position in this class may require a valid California Class C driver’s license.

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 buildings in a safe, clean and orderly condition.
- Appropriate personal protective equipment (PPE), safety precautions and procedures.
- Proper lifting techniques.

Ability to:

- Perform routine custodial activities at an assigned school site or facility.
- Maintain buildings and adjacent grounds areas in a clean, orderly 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 timelines.

WORKING CONDITIONS:

Work Environment:

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

Physical Demands: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.
- Bending at the waist, kneeling, or crouching; reaching overhead, above the shoulders and horizontally; climbing

Hazards:

- Exposure to cleaning agents and chemicals; working on ladders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Salary Range: 29