

**PLEASANTON UNIFIED SCHOOL DISTRICT  
Job Description**

<b>Title:</b>	Custodian I	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Job Category:</b>	Maintenance/Operations/ Facilities/Transportation	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	5/21/2020	<b>Current Salary Grade:</b>	16
<b>Job Description Revised:</b>	11/10/2022 Range Change	<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of an assigned Program Administrator/Supervisor, perform routine custodial activities at an assigned school site during day or night shifts; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; arrange equipment and furniture for meetings, classroom activities and events.

**ESSENTIAL FUNCTIONS:**

- Perform routine custodial duties during assigned day or night shifts to maintain District school site buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.
- Clean assigned facilities and grounds including classrooms, offices, cafeterias, restrooms, grounds, gutters, swimming pool, and other facilities of an assigned school site to maintain a sanitary, safe and attractive environment; sweep, scrub and mop floors; vacuum rugs and carpets in classrooms, offices and other work areas; strip, wax and refinish floors; shampoo and spot clean carpets.
- Arrange furnishings and equipment for school events including, assemblies, meetings, luncheons and sporting events; remove furniture as needed; deliver various items including school supplies, furniture, audio visual equipment, and boxes.
- Dust and polish furniture, light fixtures and woodwork; clean white boards, trays and erasers; empty and clean waste receptacles and pencil sharpeners; clean and adjust shades or blinds.
- 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; restock paper supplies and soap as necessary; clean drinking fountains.
- Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; water lawns and shrubs as assigned by the position.
- Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes, unplugging toilets and sinks and changing fuses; perform touch-up painting as assigned; identify and report maintenance problems; identify necessary repairs due to vandalism, equipment breakage, weather conditions.
- Prepare facility for daily operations including opening gates, building and access doors; raise flag and set sign and traffic cones; ensure facilities are operational and safe for occupancy.
- Operate and maintain a variety of custodial equipment including a floor stripper, carpet extractor, pressure washer, walk-behind floor scrubber, rider floor scrubber, buffer, vacuum cleaner and small power and hand tools; replace belts and bags on vacuum cleaners as necessary.
- Ensure security of facilities during assigned hours; lock gates, doors and windows; monitor facilities for vandalism and safety and fire hazards and report to appropriate personnel; respond to emergency calls during and after hours as assigned.
- Participate in thorough cleaning and restoration of school plant or other facilities as assigned during school recess and summer breaks.

- Maintain supplies and equipment, including cleaning solutions, paper products, vacuum and mops for the purpose of ensuring the availability of items required to properly maintain facilities.
- Inspect facilities to ensure that the site is suitable for safe operations and maintained in an attractive and clean condition.
- Respond to immediate safety and operational concerns such as facility damage, alarms, graffiti, unauthorized individual, and animal trespass; undertake appropriate action to resolve immediate safety issues and maintain a functioning educational environment.
- Attend meetings and trainings related to job duties, including blood borne pathogens, cleaning solvents and first aid.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of the job classification as assigned.
- Assist other District personnel for the purpose of supporting them in the completion of their work activities.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- Basic methods, materials, tools and equipment used in custodial work.
- Methods of industrial cleaning including floor and carpet.
- Methods of cleaning and preserving floors, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Operation and maintenance of custodial equipment and power and hand tools.
- Oral and written communication skills.
- Proper lifting techniques.
- Basic math.
- Safety practices and procedures.

Ability to:

- Use various cleaning materials and methods.
- Observe health and safety regulations.
- Understand and follow oral and written directions.
- Meet schedules and timelines.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Sufficient education and experience to demonstrate the knowledge and abilities listed.

**Required licenses, certificates, continuing education, training and other requirements:**

- Valid driver's license.

**DESIRABLE QUALIFICATIONS:**

- N/A

**WORKING CONDITIONS:**

Environment: Indoor/Outdoor work environment. Driving a District vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Significant fine finger dexterity.
- Significant lifting, carrying, pushing or pulling moderately heavy objects.
- Frequent climbing and balancing.
- Frequent stooping, kneeling, crouching and/or crawling.
- Reaching overhead, above the shoulders and horizontally.
- Generally, the job requires 5% sitting, 50% walking, and 45% standing.

Hazards:

- Exposure to chemicals, and fumes.
- Potential contact with blood and other bodily fluids.
- Potential contact with blood-borne pathogens and communicable diseases.
- Working on ladders.
- Subject to fumes, dust and odors.

**OTHER:**

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- State Mandated Training
- TB Clearance

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*