

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: CUSTODIAN

BASIC FUNCTION:

Under the direction and supervision of the Building Services Supervisor or other designated supervisor, maintains buildings and adjacent grounds, eating and kitchen facilities, classrooms and/or office areas, rest rooms, and related facilities in a clean and orderly condition in accordance with established work schedules.

ESSENTIAL DUTIES:

Sweeps, scrubs, mops, and waxes; vacuums and cleans carpets in assigned classrooms, offices, workshops, and other work areas; scrapes and refinishes floors as necessary.

Washes windows, chalkboards, furniture, walls, and other surfaces; dusts and polishes furniture and woodwork; cleans desks; cleans and adjusts shades, blinds, drapes, and furniture.

Empties and cleans waste receptacles and pencil sharpeners; picks up paper and other debris; washes and cleans eating areas and walkways; removes gum, debris and graffiti as necessary.

Cleans and disinfects assigned rest rooms, including sinks, toilets and urinals; including floors, walls, fixtures, appliances, and mirrors; restocks supplies; polishes metal fixtures; cleans and disinfects drinking fountains in assigned areas.

Assists in moving, arranging, and setting up furniture and equipment for special events, meetings, and other activities.

Performs minor, non-technical repair to buildings such as the replacement of light bulbs and fluorescent tubes; unclogging of drain traps; reports other repair and maintenance needs as appropriate.

Maintains security of site and/or of assigned areas; checks doors, windows, lights, and gates to ensure that they are appropriately locked; sets alarms; occasionally responds to alarm service requests on weekends and after hours; boards up broken windows when necessary to the security of the room and/or facility; observes facilities and adjacent grounds, and reports any unlawful loitering or vandalism to the appropriate authorities.

Maintains assigned equipment in a clean and proper working condition.

Maintains custodial rooms and supplies in a clean and orderly condition.

OTHER REPRESENTATIVE DUTIES:

Performs other non-technical maintenance and repairs to school grounds, facilities, and equipment, in coordination with, and under the direction of the assigned supervisor.

Under the general direction of the Senior Custodian, participates in the thorough cleaning and restoration of campus facilities during recess periods.

Delivers bulk supplies to offices and/or classrooms as directed; performs emergency clean-ups as required.

Assists in the maintenance of school grounds, waters lawn and shrubs and may do some weeding, pruning or planting.

May perform touch-up painting as needed.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Works under the direction of, and is evaluated by the Building Services Supervisor or other assigned supervisor.
(2) Receives work direction and guidance from the assigned Senior Custodian during summer and other school recess periods; when assigned to work together.

Internal Contacts: Continuing contact with site administrator(s) Senior Custodian and other custodial personnel, school office managers and other clerical personnel, and certificated staff; some contact with students, food service, maintenance and grounds personnel.

External Contacts: Occasional contact with parents, community members, police and fire personnel.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, materials, tools, and equipment used in custodial work.

Modern cleaning methods including basic methods of cleaning and preserving floors, blackboards, carpets, furniture, walls, chrome, and other fixtures.

Techniques and requirements necessary for maintaining buildings, grounds, and facilities in a safe, clean, and orderly condition.

Tools and techniques used for making minor, non-technical repairs to buildings, fixtures and grounds.

Health and safety regulations and appropriate safety precautions and procedures required in a school environment.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

ABILITY TO:

Use cleaning materials, equipment, and methods in accordance with established standards and procedures.

Learn schedules and established procedures and apply them appropriately in the cleaning and maintenance of assigned equipment and facilities.

Maintain assigned tools, equipment, and supplies in a clean and proper working condition.

Perform minor, non-technical repairs.

Be observant and report security or safety problems as well as any maintenance or repair needs.

CLASSIFICATION STATEMENT – CUSTODIAN

Page 3

Perform heavy manual labor including lifting, bending, climbing, or stooping.

Understand and follow both oral and written directions.

Meet schedules and time lines.

Communicate effectively with others either orally or in writing.

Work courteously and tactfully with co-workers, public and parents.

Work independently with little direction.

Maintain basic records and logs.

Prioritize and identify needs and solve problems independently as appropriate.

Read, interpret and follow rules, regulations, policies and procedures.

Adapt easily to work assignments, additional priorities and new procedures.

Receive constructive criticism and modify work appropriately.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Any combination equivalent to: (1) completion of high school, (2) some recent appropriate custodial experience and (3) a good work history which indicates an ability to be at work regularly, on time and to perform effectively.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. The employee must regularly lift and/or move objects weighing up to 50 pounds; occasionally up to 75 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

CLASSIFICATION STATEMENT – CUSTODIAN

Page 4

LICENSES, AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License.

PREPARED BY:	Classified Personnel Department	DATE: 1/13/97
APPROVED BY:	Board of Trustees	DATE: 5/11/89
APPROVED BY:	Personnel Commission	DATE: 7/25/95
REVISED BY:	Personnel Commission	DATE: 1/28/97
REVISED BY:	Personnel Commission	DATE: 6/20/06