



For the future of every student

**CLASS TITLE: CUSTODIAN**

**BASIC FUNCTION:**

Under the direction of the Facilities Manager, 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.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform routine custodial duties at a designated school or District site during an assigned shift; 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, 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.

Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school buildings; empty waste receptacles; replace trash liners.

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.

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.

Clean whiteboards, trays and erasers as needed; empty pencil sharpeners; prepare and clean tables, chairs, benches and floors after breakfast, lunch and recess periods as assigned.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, blowers, pressure washers and other equipment as assigned.

Lock and unlock doors, windows and gates as appropriate; set alarms as required; maintain security of assigned areas according to established guidelines; raise and lower flags as assigned, and fold flags neatly at end of shift.

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.

Monitor inventory levels of custodial supplies as required; assist with ordering, receiving and maintaining inventory of custodial supplies as assigned; pick up and distribute a variety of classroom, office and custodial supplies and materials as required.

Maintain routine records related to assigned activities.

Perform other related duties as assigned that support the overall objective of the position.

**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.

**ABILITY TO:**

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.

Keep custodial rooms clean and orderly.

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.

Maintain routine records related to work performed.

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.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and experience that provides the required knowledge and ability to perform the essential duties of the position. Some experience performing a variety of routine custodial duties highly desirable.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

**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.

**HAZARDS:**

Exposure to cleaning agents and chemicals.

## Working on ladders.

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*Approved by Personnel Commission:* 09/19/2007  
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