TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

2-25-2020
September 2016
FLSA: Non-Exempt
Range: 10

CUSTODIAN

DEFINITION
Under general supervision, performs the full range of custodial duties related to the care, routine maintenance, and cleaning of assigned buildings and facilities; moves furniture and equipment to set up for events, activities, and functions; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the District Custodial Supervisor. Exercises no supervision of staff.

CLASS CHARACTERISTICS
This is the journey-level class in the custodian class series responsible for performing the full range of custodial work required to ensure that District buildings and facilities provide the highest level of health and safety for students and staff use. Responsibilities include inspecting and attending to assigned areas in a timely manner. This class is distinguished from Lead Custodian in that the latter is responsible for technical and functional direction of assigned custodial staff at an assigned school site.

ESSENTIAL JOB DUTIES
Performs various custodial duties, including sweeping, mopping, vacuuming, dusting, and polishing to ensure District buildings and facilities provide the highest level of health and safety for student and staff use.

- Washes windows, mirrors, and walls.
- Dusts and polishes furniture, woodwork, fixtures, and equipment.
- Cleans and sanitizes restroom facilities and fixtures including sinks, urinals, and toilets; replenishes supplies in restrooms.
- Sweeps, vacuums, mops, waxes, strips, and polishes floors; vacuums and shampoos carpets.
- Cleans desks, cubicles, furniture, water fountains, and counter tops.
- Empties, cleans, and sanitizes waste and recycling receptacles; empties pencil sharpeners.
- Activates and deactivates the alarm system daily; raises and lowers flag; locks and unlocks gates and doors.
- Picks up and disposes of trash, liter, recycle and garbage on the campus.
- Cleans up bodily fluids.
- Paints school facilities as required.
- Identifies and reports maintenance and repair needs and problems.
- Performs preventative maintenance and minor maintenance and adjustments on facilities, and buildings, including replacing light bulbs, faucet washers, toilet seats, adjusting water fountains, and unclogging and cleaning drains and grease traps.
- Sets up rooms and equipment for classes, events, conferences, meetings, and other functions; moves and arranges furniture.
- Observes safe work methods and makes appropriate use of related safety equipment as required; follows District guidelines on energy conservation.
- Assist other personnel as required within the custodial field of cleaning, minor repair and assistance to include emergency response team assistance in conjunction with the shut off of gas, water and electricity at the site(s) assigned.
- Respond to the custodial needs of the District staff and respond to emergency calls after hours as directed.

- Inspect fire extinguishers and eye wash areas as directed.
- Perform other duties as assigned.

- QUALIFICATIONS
- **Knowledge of:**
- Methods, materials, and equipment used in custodial work and basic and preventative building maintenance.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- Use and minor maintenance of tools and equipment used in custodial work.
- Safe work methods and safety practices pertaining to the work.
- Principles of record keeping procedures.
- Techniques for providing a high level of customer service by effectively dealing with parents, students, community and District staff.

- **Ability to:**
- Use and operate a variety of custodial equipment.
- Clean and care for assigned areas and equipment.
- Maintain assigned work area in a clean, safe, and secure manner.
- Maintain routine records.
- Understand and follow oral and written instructions.
- Follow District and department policies and procedures related to assigned duties.
- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Read and write in English at a level sufficient for the performance of assigned duties.
- Work independently with a minimum of supervision and with a group of employees.
- Must be able to pass strength and agility testing prior to employment
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- **Education and Experience:**
- Equivalent to completion of the twelfth (12^{th}) grade **preferred.**
- **O**ne (1) year of custodial experience **desirable.**

- **Licenses and Certifications:**
- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in various District buildings and facilities; strength, stamina, and mobility to perform medium physical work, to operate varied tools and related equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in buildings and facilities with moderate noise levels, controlled temperature conditions and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents

may be exposed to body fluids in performing assigned duties. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.