



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Custodian

JOB SUMMARY:

Under general supervision of the Director, Maintenance, Operations and Facilities or designee and in collaboration with the site administrator, keeps assigned structures and surrounding areas in a clean, sanitary, safe and orderly condition; performs custodial and cleaning duties; does special cleaning assignments, including those involving outside areas as requested; secures rooms, buildings and appurtenances; during Summer recess periods Custodians work day hours.

CLASS CHARACTERISTICS:

Custodian is the entry-level class in the custodial series. Custodian is distinguished from the Head Custodian and Lead Evening Custodian in that incumbents in the later classes are responsible for training, scheduling, inspecting, and participating in the work Custodians assigned to District buildings and facilities. Custodian works late afternoon and evening shift. The incumbent will be required to change regularly assigned shift to work during the day shift for summer recess periods.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Clean and maintain school facilities (restrooms, classrooms, conference rooms, walls, windows, custodial equipment, blackboards/whiteboards etc.);
- Assure security of District facilities by unlocking and locking of doors, gates, and windows, and turning lights on/off as appropriate;
- Collect, dispose of trash, and redistribute waste containers;
- Dust, wash furniture, woodwork, cupboards, counters and other surfaces and areas;
- Replenish supplies in an orderly fashion to ensure on-hand availability including soap and paper dispensers;
- Sweep, mop, scrub, vacuum, wax, various applicable interior and exterior areas and floors, removing gum and spots as needed;
- Arrange furnishings and equipment for meetings, classroom activities and events;
- Communicate and report with site administrator and/or Maintenance and Operations Supervisor regarding equipment servicing and repairs, maintenance, safety and activity issues in accord with established procedures;
- Check areas for vandalism, reporting or correcting as necessary;
- Perform minor repairs and/or upkeep on facilities as authorized (replace ceiling tiles, change light

bulbs, graffiti removal and touch-up painting, adjusting door closures, etc.);

- Assist with special cleaning assignments and light maintenance tasks;

Other Related Duties

- Travel to various sites as needed to participate in special assignments, custodial crews, pick up materials/equipment, and/or engage in District in-service training
- May be called to work after hours for site or District wide emergencies;
- May put up/take down flag(s).

SUPERVISION:

Receives general supervision from the Director, Maintenance, Operations and Facilities or designee and works in collaboration with the site administrator. Leadership, guidance and some assignments are also provided by the site Head Custodian and Lead Evening Custodian. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Proper methods, materials, cleaning products, tools, and equipment used in custodial and light building maintenance work;
- Modern cleaning methods to maintain school facilities in a clean and sanitary condition;
- Proper methods of storing equipment, materials, and supplies;
- Appropriate safety rules, regulations, precautions, and procedures applicable to school buildings and disposal of hazardous materials
- English usage including grammar, spelling, and punctuation;
- Basic mathematics and recording keeping techniques
- Basic computer and software including Microsoft E-mail and internet computer applications, and maintenance job tracking applications

Ability to:

- Effectively learn and perform custodial procedures, methods, and techniques in a school environment;
- Maintain classrooms, offices, and other school facilities in clean, safe and secure condition;
- Use common cleaning equipment and supplies safely and efficiently;
- Read, write, understand, and follow verbal and written instructions in English, including those found on custodial supplies and equipment and following a work schedule;
- Communicate in English, well enough to be understood and convey specifics in emergency situations;
- Work late afternoon and evening hours;
- Meet schedules and time lines;
- Work safely and effectively with considerable independence;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- Individuals possessing the foregoing knowledge, skills and abilities listed above are considered to possess education necessary to succeed in this classification. The basic educational skills are typically acquired in completion of high school.

Experience:

- Six (6) months of previous custodial work experience is required.

Licenses Required:

- Some positions may require a valid and appropriate California Driver License in order to pick up supplies, equipment or work at more than one site.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The job operates in a school ground environment, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses various cleaning agents that may affect the respiratory system such as fumes, odors, dusts, mists, and gases. The incumbent will be subjected to inside and outside environmental conditions with frequent temperature changes; exposed to hazards including moving mechanical parts, sharp objects, scaffolds, chemicals, and moving vehicles. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand for sustained periods of time, walk, lift, carry, push, pull, stoop, reach, grip, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently talks and hears; will sometimes climb, kneel, and crouch; rarely will the incumbent sit. The work involves little to very heavy physical efforts; frequently exerts 20 - 50 pounds of force to lift and carry; sometimes exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating custodial and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Salary Range 28

Classified Bargaining Unit

Last revised 3/14/02

Revisions effective 10/13/05, 8/14/14, 7/14/16

Job Description Review and Revisions Effective: 4/13/17