

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: UTILITY CUSTODIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, serve as a Utility Custodian to perform specialized/deep cleaning and maintenance district-wide including the interior and exterior of the building(s), office space(s) and common area(s) in a clean, orderly and secure manner. Deliver and pick-up custodial supplies and equipment throughout the District using a District vehicle.

REPRESENTATIVE DUTIES:

May perform deep cleaning as part of an assigned roving work crew; travel to school sites; strip, wax and pressure wash; perform routine maintenance and repairs on assigned equipment; conduct emergency maintenance and custodial duties and respond to critical situations, security issues, deliveries, alarms, furniture moving, equipment repair and other issues.

Clean classrooms, cafeterias, lounges, offices and facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles, clean white boards, blinds and window sills, empty pencil sharpeners, spot mop spills; remove gum, bird droppings, debris and graffiti as needed.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets, urinals, showers, floors and related areas; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile, windows.

Unclog drains, toilets, sinks and drinking fountains as needed.

Maintain various classroom and restroom supplies, including paper towels, soap and related items.

Ensure security of buildings and grounds during assigned times; raise or lower flags; lock and unlock doors and gates.

Sweep, scrub, strip, wax, polish floors and vacuum and shampoo rugs and carpets according to a prepared work schedule.

Perform minor maintenance of custodial equipment and furniture as time allows.

Perform minor, non-technical repairs and minor preventative maintenance necessary to keep equipment, buildings and fixtures within an assigned area operative, safe and clean; report other repair and maintenance needs.

Adjust and arrange furniture and equipment; set up facilities for special events and meetings as assigned.

Sweep and hose sidewalks and grounds; clean, scrub and disinfect restrooms, showers and related areas; wash windows, walls, tables and benches; polish metal work, clean sinks, mirrors and other bathroom fixtures.

Pick up paper and other debris from grounds and buildings.

Report damage or unsafe conditions to assigned supervisor and take appropriate measures as required.

May operate power sweeper and other related equipment.

Follow State and Federal regulations regarding chemical and material usage, storage and disposal.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Cleaning materials, disinfectants and equipment used in custodial work.

Safety practices and work methods.

Requirements of maintaining school buildings in a safe, clean and orderly condition.

Proper methods of storing equipment, materials and supplies.

ABILITY TO:

Learn the schedules, procedures and use of custodial tools and supplies.

Use common cleaning equipment and materials in a safe and efficient manner.

Perform minor non-technical, unskilled preventative maintenance on equipment, buildings, and fixtures as assigned.

Work cooperatively and effectively with others.

Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment.

Move objects weighing over 50 pounds using safe and proper methods and/or equipment.

Meet schedules and time lines.

Understand and follow oral and written directions.

Work during an assigned day, evening or night shift.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid driver license required.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to lifting, climbing, bending, pushing, standing, dust and fumes from chemicals.
Subject to exposure to communicable diseases.

Job Study-1/2020