

**Work days/month:** 261 days/12 months  
(<https://www.sesd.org/Page/719>)

**Salary:** Range 31

**Basic Functions:**

- Under the direction of an assigned supervisor, perform custodial activities during either a day shift, mid-day shift, or night shift at an assigned school site or team to maintain buildings, office space, and adjacent grounds areas in a clean, orderly, and secure condition.

**Distinguishing Characteristics:**

- Custodians focus on maintaining a clean, safe, and healthy environment for students, faculty, and staff. Candidates should be prepared to work within a dynamic school schedule, often requiring flexibility and the ability to prioritize tasks around ongoing activities.

**Essential Duties & Responsibilities:**

- Perform custodial activities using assigned tools, supplies/chemicals, and equipment at assigned school site; sweep, scrub, blow, mop, wax, buff, and polish floors; vacuum rugs and carpets in classrooms, offices, multi-purpose rooms, and other work areas; spot clean and shampoo carpets.
- Clean classrooms, cafeterias, lounges, offices, and other facilities as assigned; empty waste receptacles; spot mop spills and remove gum, graffiti, and debris.
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets, and urinals; fill dispensers with towels, soap, toilet paper, and other items; clean mirrors, tile, and windows; unclog drains and toilets as necessary.
- Communicate with District and site administrators related to the care, cleaning, and maintenance of a school facility; prioritize and participate in scheduling assignments.
- Maintain an inventory of custodial supplies and equipment and maintain related records; requisition and store supplies, materials, and equipment as necessary; evaluate and test new products.
- Clean lunch areas following lunch and recess periods; empty trash cans and clean tables and surrounding area. Comply with city trash and recycling programs and regulations.
- Clean whiteboards, trays, and erasers; empty pencil sharpeners; wash windows and walls.
- Move and arrange furniture, supplies, and equipment in preparing classrooms and multi-purpose rooms for special events, track changes or meetings; adjust and assemble, or move furniture for staff as requested.
- Replace light bulbs and lighting tubes; dust and polish furniture and woodwork and make minor, non-technical repairs as needed; prepare work orders for major repairs.
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to the established guidelines; raise and lower school flags.
- Assure safety of hazards at assigned site; report vandalism, safety, sanitary, and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority.
- Pick up paper, trash, and debris around school grounds and in buildings; sweep and clean walkways and entrances; empty and clean waste receptacles.
- Operate cleaning equipment such as vacuums, buffers, scrubbers, blowers, power washers, and other cleaning equipment as assigned.
- Respond to emergency cleanups such as spills; maintain records of observed maintenance and repair needs and safety issues.
- Assist in participation of fire drills.
- Train and provide work direction to new and substitute custodians as assigned. Perform periodic safety inspections as directed.
- Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
- Perform other duties as requested by the supervisor.

**Knowledge:**

- Methods, materials, tools, and equipment used in custodial work.
- Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture walls, and fixtures.
- Requirements of maintaining District buildings in a safe, clean, and orderly condition.
- Principles and practices of training and providing work direction to others.
- Safe practices and work methods related to custodial activities.

- Proper methods of storing equipment, materials, and supplies.
- Proper lifting techniques.
- Basic record-keeping techniques.
- Inventory methods and control.
- Proper use of alarm systems.

**Abilities:**

- Perform custodial activities at assigned school site or facility to maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition.
- Communicate with District and site administrators related to the care, cleaning, and maintenance of a school facility.
- Train and provide work direction to others.
- Use cleaning materials, equipment, and methods according to pre-determined standards.
- Maintain tools and equipment signed in clean working order.
- Perform minor non-technical repairs.
- Observe and report need for maintenance and repair.
- Understand and follow verbal and written directions.
- Meet schedules and timelines.
- Communicate effectively with others.
- Inspect and assure the security of facilities during assigned shift.
- Maintain inventory records.
- Observe health and safety regulations.
- Use a two-way radio for school communications.
- Work cooperatively with others.

**Education and Experience:**

- Possess a high school diploma and/or one year of school custodial experience.

**Required Licenses & Certificates:**

- A valid driver’s license.
- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

**Working Conditions:**

**Environment:**

- Campus-wide environment and community setting.
- Seasonal heat and cold or adverse weather conditions.
- Regular exposure to fumes, dust, and odors.
- Driving a vehicle to conduct work.

**Physical Requirements:**

- Heavy physical labor.
- Sitting/standing/walking for extended periods.
- Lifting, carrying, pushing, pulling, or moving heavy objects.
- Reaching overhead, above the shoulders, and horizontally.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally.
- Climbing ladders or steps.
- Seeing to perform custodial work. Visual acuity to perform custodial.
- Auditory ability to exchange information.
- Ability to lift up to 50 pounds.

**Hazards:**

- Cleaning chemicals.
- Working around and with machinery with moving parts.
- Working at heights.
- Potential for contact with blood and other body fluids.

**Terms of Employment:**

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

**Evaluation:**

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).