



Excellence for all.

Job Title: Custodian

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of an assigned supervisor and/or assigned designee, perform routine day or evening custodial activities at an assigned school site or other assigned District facility; perform minor maintenance and repair to equipment and systems; maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition.

Distinguishing Characteristics:

Custodians are responsible for routine custodial activities at a school site or District facility ensuring facilities are clean, orderly, and secure.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Perform routine custodial activities at an assigned District school site during a day or evening shift; sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops 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; remove gum, debris and graffiti as needed.
- 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.
- Perform various custodial activities including replacing light bulbs and tubes, cleaning chalkboards and erasers and emptying pencil sharpeners; clean tables, chairs and floors after breakfast, lunch and recess periods as assigned.
- Dust and polish furniture and woodwork; perform minor repairs to furniture as needed.
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms as appropriate.
- Perform a variety of general maintenance and repair to equipment, furniture, and other systems; replace wall outlet covers and switch plate covers; remove and replace filters.
- Report safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority; respond to emergency custodial requests as needed.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned.
- Move and arrange furniture and equipment; prepare classrooms and multi-purpose rooms for special events or meetings; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; clean up furniture, equipment and debris following these events.
- Tighten door locks as assigned; tighten/replace door stops, and striker plates as assigned.
- Perform minor grounds maintenance duties as assigned.

- Participate in the thorough cleaning and restoration of campus facilities during vacation periods.
- Model positive behavior and communication, promoting courtesy in all interactions.
- Monitor and/or supervise children as assigned.

Other Duties:

- Perform other duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Proper methods, techniques, materials, tools, and equipment used in modern custodial work.
- Modern cleaning methods including basic methods of cleaning floors, blackboards, 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:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Perform routine custodial activities at an assigned school site or other District facility.
- Maintain District buildings and adjacent grounds in a clean, orderly, and secure condition.
- Use cleaning materials and equipment in a safe and efficient manner.
- Operate a variety of custodial equipment.
- Maintain tools and equipment in clean working order.
- Move and arrange furniture and equipment for meetings and special events.
- Observe and report safety hazards and need for maintenance and repair.
- Perform minor non-technical repairs.
- Meet schedules and timelines.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: High school diploma or its equivalent and one year of general custodial experience. Successful completion of the Merit examination process is required.

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. Carrying, lifting, pushing, or pulling moderately heavy objects. Bending at the waist, kneeling, or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

Hazards: Exposure to cleaning agents and chemicals. Working on ladders.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 118

Revised: 9/27/17 Standard Education/Exp language

Revised: 9/22/21 Updated job duties

Personnel Commission Classification/Compensation Study Approved: July 12, 2023