

CUSTODIAN I

JOB SUMMARY

Under immediate supervision of the Supervisor of Custodial Services, is responsible for performing average, routine, repetitive tasks in the cleaning and care of buildings, grounds, and furniture. Custodian I's normally work a swing shift.

DISTINGUISHING CHARACTERISTICS

The Custodian I differs from the classification of Custodian II in that the duties and responsibilities involve the performance of routine, repetitive custodial tasks with little independent judgment required, as opposed to the Custodian II's functions which are performed more independently and work is performed on a day shift.

EXAMPLES OF DUTIES

Performs routine, repetitive tasks in the cleaning and care of buildings, grounds, and furniture. Sweeps, scrubs, mops, and waxes floors and vacuums rugs using brooms, dust mops, and vacuums; dusts and washes walls, chalk trays, woodwork, lockers, windows, and other equipment; cleans desks, doors, and counters; washes, scrubs, and disinfects restrooms and shower rooms and fixtures using industrial cleaners, scouring powders and other cleaning compounds; empties and cleans waste baskets or trash cans from rooms and offices; hauls heavy containers to trash barrels or dumpsters; operates industrial machinery such as shampooers, vacuum cleaners and floor polishers; sets up chairs and tables for various meetings and activities; replaces light bulbs and fluorescent lamps; may paint walls or make minor repairs to furniture, equipment or facility; performs special custodial work upon request; unplugs stopped toilets, sinks or fountains; may be required to assist and/or clean and clear roof drains; performs watch duties incidental to assignment; secures facility and sets alarms; may be required to substitute for the Custodian II in his/her absence; performs other related duties as needed.

EMPLOYMENT STANDARDS

Experience: Six months of custodial or institutional housekeeping experience.

Knowledge of: Methods, materials, and equipment used in cleaning of walls, floors, furniture and fixtures.

Ability to: Read, speak and communicate in English at a level sufficient to understand and respond to oral instructions; use industrial cleaning materials and equipment in a safe and efficient manner; lift and carry heavy trash containers or boxes of supplies and materials; understand and follow a work schedule; read and understand written safety precautions and directions; climb ladders; work for long periods of time alone; perform repetitive tasks; maintain harmonious working relationships with school officials, staff, students and the general public; perform the duties of a rigorous work schedule that includes lifting, moving, loading or unloading heavy objects, including heavy trash containers and boxes of supplies and materials.

License: Possession of a valid California Class C Driver's License.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this custodial category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this job, employees in these positions perform duties in both an indoor and outdoor work environment and work on varied surfaces such as tile, asphalt, carpet and cement. These positions have exposure to cleaning agents, chemicals, fumes, dust and odors, electrical shock, vibration and moving mechanical equipment. Although dependent on assigned site, the noise level is moderate.

Physical Demands: The physical demands of these positions include hand and finger dexterity to operate a variety of custodial equipment. Tools with which to perform minor repairs are also utilized, as is repetitive use of fingers and hands to operate a keyboard to order school supplies. Constant walking and/or standing for extended periods of time is required in addition to constant carrying, lifting, pushing and pulling of moderately heavy objects up to a maximum of 75 pounds. Bending at the waist and neck, occasional kneeling and/or stooping and balancing is also required along with reaching overhead, below the waist, above the shoulders and horizontally. Incumbents in these positions occasionally climb ladders to retrieve balls, clean drains and work from heights to replace light bulbs. Hearing and speaking to exchange information is also necessary, especially in the Custodial II and Lead Custodian position where interaction with staff and students is constant. Use of a motor vehicle is required for the Lead Custodial position. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Adopted by the Personnel Commission:

6/7/82

Revised by the Personnel Commission:

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