MERCED CITY SCHOOL DISTRICT

CLASS TITLE: CUSTODIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, clean classrooms, offices and other District facilities of an assigned school during an assigned shift; perform minor repair and maintenance and assure security of school during assigned hours.

REPRESENTATIVE DUTIES:

Clean classrooms, offices and other District facilities of an assigned school during an assigned shift; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops, cafeterias, kitchens and other work areas; remove gum and candy from floors; spot clean and shampoo carpets. ***E***

Assure security of school during assigned hours; lock gates, doors and windows; turn off lights when room is not in use; monitor facilities for fire hazards and report to appropriate personnel as required. ***E***

Dust and polish furniture, light fixtures and woodwork; clean chalkboards, trays and erasers; empty pencil sharpeners. ***E***

Empty and clean the waste receptacles; refill dispensers. ***E***

Clean, scrub and disinfect student and staff restrooms; wash windows and walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains. ***E***

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

Operate and maintain a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools; replace belts and bags on vacuum cleaners as necessary. ***E***

Lock and unlock doors and gates; report safety and sanitary hazards as appropriate.

Pick up paper and other debris from grounds and buildings.

Participate in thorough cleaning and restoration of school plant during school vacations.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Custodian works under the direct supervision of the principal and the general supervision of the Head Custodian and/or Supervisor of Maintenance and Operations. Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:
Modern cleaning methods including basic methods of cleaning and preserving floors, chalkboards, carpets, furniture, walls and fixtures.
Cleaning materials, disinfectants and equipment used in custodial work.
Safety practices and work methods.
Policies and objectives of assigned program and activities.
Proper lifting techniques.

ABILITY TO:
Learn requirements of maintaining school buildings in a safe, clean and orderly condition.
Learn the schedules, procedures and use of custodial tools and supplies.
Use common cleaning equipment and materials in a safe and efficient manner.
Operate a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, power blower and small power and hand tools.
Perform minor repairs as assigned.
Observe and report needed maintenance and repair.
Meet schedules and time lines.
Understand and follow oral and written directions.
Perform heavy physical labor.
Work cooperatively with others.

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

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment; subject to regular exposure to fmes, dust and odors.

PHYSICAL ABILITIES:
Standing for long periods of time; bending, pushing and pulling cleaning equipment; lifting and moving furniture; climbing ladders; reaching overhead, above the shoulders

and horizontally; dexterity of hands and fingers to operate specialized custodian equipment, hand and power tools; bending at the waist, and lifting heavy objects; walking to conduct

inspections; hearing and speaking to exchange information and make presentations; seeing to read and prepare work orders.

HAZARDS:
Fumes from cleaning solvents and chemicals.

Legal Reference: California Education Code, Sections 45103, 45109
Policy Adopted: May 3, 1976
Policy Revised: March 3, 1981
Policy Revised: April 4, 1995