

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: CUSTODIAN

BASIC FUNCTION:

Under the direction of a Site Administrator, Maintenance Supervisor, or High School Plant Supervisor perform a variety of custodian and maintenance functions; assist with the custodial needs of teachers and personnel and maintain equipment in working order.

REPRESENTATIVE DUTIES:

1. Prepare campus for entry/exit of students and staff; open/close gates, front office, classrooms and restrooms as directed.
2. Maintain lockers in working order.
3. Respond to special calls from the office directing custodial and minor maintenance activities.
4. Maintain small carts and other mechanical equipment; repair carts as necessary; change tires and service mechanical equipment including the sweeper.
5. Change furnace filters and set clocks for furnaces according to prescribed methods and perform routine maintenance on air compressors and other plant equipment, referring more complex maintenance activities to District maintenance staff.
6. Unlock/lock doors, gates and bike racks; turn off alarms; put up and take down flags; check for vandalism and graffiti.
7. Secure doors, windows and gates; set alarms; assist in enforcing campus rules and regulations regarding prohibited behavior and activities.
8. Vacuum and shampoo carpets and rugs; dust and clean sinks, tables and counters; wash windows and walls; sweep, mop, strip and wax floors; dust furniture, shelves, window sills, blinds, baseboards and equipment, wash walls and windows.
9. Erase and clean whiteboards;
10. Empty trash and replace trash can liners; empty pencil sharpeners.
11. Maintain the cleanliness and appearance of school grounds by performing tasks such as removing litter and debris and ensuring landscaped areas are well-kept, including pulling weeds and maintaining plant beds.
12. Monitor school facilities and grounds for signs of rodents and insects, implement preventative measures, and safely handle the removal and disposal of deceased pests.
13. Arrange furniture as directed; set up for special events.

14. Clean and disinfect sinks, toilets, drinking fountains, urinals, showers, and other surfaces; unclog drains; clean locker rooms; refill paper towels and other dispensers.
15. Replace light bulbs and tubes; perform minor repairs as time permits; report needed repairs to appropriate personnel.
16. Deliver books, supplies, furniture and equipment to various parts of the campus.
17. Maintain adequate inventory of cleaning supplies and tools.
18. Prepare monthly reports on preventive maintenance and safety.
19. Monitor work order requests under the direction of the Head Custodian or Supervisor.
20. Perform other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, tools, equipment and materials used in the cleaning of buildings
Strong understanding of current health, safety, and environmental regulations, including OSHA standards and school district-specific safety protocols.
Maintenance and repair of mechanical equipment
Maintenance and repair of combination locks
Building and equipment maintenance and repair
Record keeping techniques
Integrated pest management

ABILITY TO:

Maintain buildings and grounds in a clean and safe manner
Perform basic building and equipment, maintenance and repair
Understand and follow oral and written directions
Work cooperatively with others
Establish and maintain effective working relationships with others
Meet schedules and timelines
Maintain records and prepare reports
Lift heavy objects using proper safety techniques
Communicate effectively both orally and in writing
Work effectively within a team, coordinating with colleagues, stakeholders, and external partners to complete tasks, achieve goals, and resolve issues in a collaborative and efficient manner.
Demonstrate a commitment to Los Alamitos Unified School District's mission, vision, and priority goals.

EDUCATION AND EXPERIENCE:

High school diploma, GED, or certificate of completion, and one year of experience in custodial work.

WORKING CONDITIONS:

Indoor and outdoor environment; lift, carry, push, pull or move up to 100 lbs.; stand, walk, sit, kneel, squat, crawl, stoop, bend, climb; use repetitive twisting/pressure involving wrists/hands; work with arms above shoulder level; repetitive use of hand, arm, shoulder; talk and hear normal conversation; exposed to temperature changes; work in damp or wet areas; frequently have hands in water; close/distance vision and depth perception; may be exposed to airborne particles, strong odors, fumes, chemicals, toxic materials; work around moving vehicles; exposed to minor contagious diseases; have direct contact with students, district staff, site administrators, general public; work independently; work with tools, power tools and equipment (e.g. blowers, vacuums, sweepers, etc.) with noise levels up to 96.5 dB; eye and ear protection may be required.

SALARY RANGE: 59

Additional 1% differential pay for working night shift if the night shift is the employee's permanent schedule.

ADOPTED BY PERSONNEL COMMISSION: January 8, 2025
APPROVED BY BOARD OF EDUCATION: January 14, 2025