



## JOB DESCRIPTION

### Custodian



|                          |                     |                                                     |                    |
|--------------------------|---------------------|-----------------------------------------------------|--------------------|
| <b>Reports to:</b>       | Site Administrator  | <b>Employment Group / Salary Range:</b>             | Classified Range L |
| <b>Dept:</b>             | Custodial & Grounds | <b>FLSA:</b>                                        | Non-exempt         |
| <b>Annual Work Days:</b> | 261                 | <b>Formal Review Date:<br/>Board Approval Date:</b> | 5/22/23<br>7/10/23 |

### PRIMARY FUNCTIONS

Under general supervision, individually or as a crew member, cleans, disinfects and performs custodial duties in specified District buildings and adjacent grounds; secures buildings and facilities; assists with setups and teardowns for events; and performs related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Cleans, disinfects and maintains assigned buildings, classrooms, offices and restroom facilities.
- Cleans and sanitizes restroom facilities and fixtures including sinks, urinals and toilets; washes windows, mirrors and walls; cleans and sanitizes showers as assigned; replenishes restroom supplies.
- Sweeps, vacuums, mops, strips, waxes, and burnishes floors; vacuums and shampoos carpets.
- Dusts, cleans and polishes furniture, woodwork, fixtures and equipment; cleans and sanitizes desks, tables and countertops; interior and exterior door windows, cleans and polishes metal work.
- Empties and cleans waste receptacles.
- Operates all custodial cleaning equipment and utilizes all custodial materials and supplies in a safe and effective manner.
- Secures all assigned buildings; locks all doors and windows at close of workday or after evening events; locks and unlocks gates.
- Pressure washes and sweeps sidewalks, windows, stairs and concrete areas; picks up debris on campus, including all landscaped and turfed areas.
- Moves, arranges and assembles furniture as needed, and arranges and organizes supplies and equipment.
- Covers or removes graffiti with paint or by cleaning.

- Replaces light bulbs and makes minor non-technical repairs to buildings and fixtures; reports the need for maintenance and repair; participates in the correction of minor plumbing issues.
- Sets up and tear down chairs, tables, bleachers, stages and other equipment for events and classes; may be required to perform other custodial duties in connection with the event.
- Participates in the application of pest control as needed.
- Maintains accurate records, files and logs.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be one year of custodial experience; or an equivalent combination of training and experience.

### **Licenses, Certificates and Other Requirements:**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Basic methods, materials and equipment used in custodial work.
- The operation and maintenance of a variety of hand and power custodial tools and equipment.
- District procedures for opening and securing buildings.
- Occupational hazards and standard safety practices.
- Regulations and applicable laws regarding the use and disposal of various hazardous materials; District rules, regulations and requirements related to cleaning, disinfection and sanitation of facilities.
- Basic English.
- Basic computer operations.

### **Skills and Abilities to:**

- Maintain classrooms, offices and other school facilities in a clean, safe and secure condition.
- Operate and maintain a variety of hand and power custodial tools and equipment.
- Work independently and complete custodial assignments without immediate supervision.
- Properly measure and mix cleaning chemicals.
- Prepare and maintain basic records accurately.
- Communicate effectively, both orally and in writing.

- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Operate a motor vehicle and specialized equipment related to job duties.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 50 pounds unaided or 75 pounds with assistance. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **Mental Demands:**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; analyze and solve problems; use basic math; work under deadlines with interruptions; and interact with others encountered in the course of work.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class.

The employee works primarily in an indoor environment with limited exposure to inclement weather during travel to and from assigned work areas; exposure to fumes from commercial cleaning products and noise from vacuums and other cleaning equipment; occasional exposure to toxic or caustic chemicals and biological hazards. The employee works while wearing personal protection equipment.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

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***Employee Signature***

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***Date***

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***Name Printed***