

**CLASS SPECIFICATION
Custodian**

GENERAL PURPOSE

Under general supervision, cleans classrooms, offices and other areas at an assigned school or facility; performs minor maintenance and repairs to furniture, fixtures and facilities; secures schools, buildings and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the custodial class series. Initially under close supervision, incumbents learn and perform a variety of custodial duties. After training, incumbents work independently in maintaining the cleanliness, appearance and safety of an assigned area at a District school or facility.

ESSENTIAL DUTIES AND 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. There will typically be an assigned schedule for these duties.

1. Sweeps, scrubs, mops, waxes and polishes floors and vacuums rugs and carpets in classrooms, offices, workshops and other areas; spot cleans and shampoos carpets; glues and performs carpet stretching and repairs as assigned.
2. Assembles furniture, including chairs, desks and partitions; moves furniture, supplies and equipment between classrooms, District sites, and to and from vendors; transports garbage to dump grounds.
3. Dusts and polishes furniture and woodwork; cleans chalkboards and erasers; empties pencil sharpeners.
4. Empties and cleans waste receptacles; refills dispensers.
5. Cleans, scrubs and disinfects restrooms; washes windows and walls; polishes metal work; cleans sinks, mirrors and other bathroom fixtures; restocks supplies.
6. Adjusts and arranges furniture and equipment; sets up rooms for special events and meetings.
7. Performs minor maintenance and non-technical repairs on buildings and grounds including replacing lights; reports other maintenance and repair needs.
8. Removes graffiti by using appropriate solution or painting over words and designs; reports graffiti that cannot to be removed or covered.
9. Raises or lowers flags; locks and unlocks doors and gates; reports potential safety, sanitary and fire hazards.
10. Operates a variety of custodial equipment including floor stripper, buffer, carpet shampooer, vacuum cleaner, power blower, and small power and hand tools.
11. Picks up paper and other debris from grounds and buildings.

12. Participates in the thorough cleaning and restoration of school plant during school vacations.

13. Participate in parking lot duties as determined by school administration.

OTHER DUTIES

1. Participates in District-offered training when available.

2. Participates in District safety meetings.

QUALIFICATIONS

Knowledge of:

1. Modern cleaning methods including basic methods of cleaning and preserving floors, carpets, furniture, walls and fixtures.
2. Cleaning materials, disinfectants and equipment used in custodial work.
3. Safety practices and work methods pertaining to the work.

Ability to:

1. Learn requirements of maintaining school buildings in a safe, clean and orderly condition.
2. Learn the schedules, procedures and use of custodial tools and supplies.
3. Use common cleaning equipment and materials in a safe and efficient manner.
4. Operate a variety of custodial equipment including floor stripper, buffer, carpet shampooer, vacuum cleaner, power blower, and small power and hand tools.
5. Perform minor repairs as assigned.
6. Observe and report needed maintenance and repair.
7. Meet schedules and time lines.
8. Understand and follow oral and written directions.
9. Work cooperatively with others.
10. Read, write and comprehend English at the level required for successful performance of assigned duties.
11. Establish and maintain effective working relationships with District management, staff and others encountered in the course of management.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use simple arithmetic reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District management, staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works in outside weather conditions and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and risk of electric shock. The noise level is usually moderately quiet.

Board Approval 2/15/2007

Effective 7/1/2007