PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005
Revised: April 8, 2026
Salary Schedule: 20; Row: 17

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **CUSTODIAN**

JOB PURPOSE STATEMENT: Under the supervision of the Director of Maintenance & Operations or Designee to maintain an attractive, sanitary and safe facility; provide equipment and furniture arrangements for meetings, classroom activities and events; and perform light general maintenance

JOB FUNCTIONS:

- Confers with supervisor/administration regarding care of facilities and cleaning programs at the work site
- Cleans school facilities (i.e. classrooms, restrooms, offices, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment
- Sweeps, mops, strips, waxes, and seals floors; vacuums rugs and carpets.
- Dusts, washes, and polishes furniture and woodwork.
- Empties and cleans waste receptacles, including trash barrels.
- Cleans restrooms and supply restrooms with paper products; check restrooms and other areas for graffiti and clean as directed.
- Washes windows, mirrors and walls, polishes metal work and cleans chalkboards.
- Moves and arranges furniture and equipment in preparing multipurpose rooms or classrooms for special events or meetings.
- Picks up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities; sweep concrete surfaces adjacent to the school buildings.
- Performs emergency cleanup service resulting from breakage, vandalism, spilling, and illness.
- Cleans drinking fountains; cleans lunch tables as assigned.
- Locks and unlocks gates and doors, and sets security systems.
- Performs deep cleaning activities as assigned.
- Arranges furnishings and equipment for meetings, classroom activities and events.

- Keeps site personnel informed regarding activities, safety and/or proper maintenance of facilities
- Uses cleaning agents, supplies and equipment in a safe manner.
- Reports the need for repair or replacement of furniture and equipment and ensure items are functional to properly support facility operations.
- Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs.
- Cleans and makes minor repairs to custodial and maintenance equipment
- Assists in reporting and preventing facility vandalism
- Assists in receiving and distributing supplies and equipment
- Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site
- Performs occasional routine grounds/facilities maintenance functions
- Safely drives and operates vehicles (i.e.golf carts) to tow various custodial equipment such as pressure washers
- Performs other related duties as assigned or needed

JOB QUALIFICATIONS

Knowledge of:

- Methods and standards for safe use of cleaning materials, equipment, and supplies
- Practices, laws and safety rules related to custodial work, heat illness prevention, and OSHA guidelines
- Operation of hand and power tools used in custodial maintenance functions in a safe and efficient manner.
- Correct English usage, spelling, grammar and punctuation, basic arithmetic, record keeping, correspondence, and report writing.
- Basic objectives, goals, District Policies and Procedures, and Administrative Regulations.
- General customer service skills.
- Appropriate safety and security precautions, practices, and procedures.

Ability to:

- Perform skilled work safely and proficiently using a variety of hand tools and power equipment associated with custodial maintenance.
- Safely drive, operate, and tow a variety of equipment, including pressure washer, etc
- Use respirators and personal protective equipment (PPE) as necessary.
- Work with a variety of chemical agents in a safe and effective manner.
- Perform basic math necessary to calculate accurate dilution of cleaning agents
- Understand, interpret, and carry out oral and written directions.
- Learn and utilize new and current equipment and technologies.
- Compose correspondence independently
- Use independent judgment
- Create clear and comprehensive reports and records
- Establish and maintain effective working relationships
- Work under pressure, meet deadlines and establish priorities with minimal supervision
- Communicate effectively using correct grammar
- Detect errors and troubleshoot
- Operate a variety of equipment in a safe and efficient manner.
- Evidence of driver insurability during the course of employment
- Provide excellent customer service

EDUCATION:

- Graduation from high school or equivalent

EXPERIENCE:

- One (1) year of experience performing varied custodial work

LICENSES, CERTIFICATES, and/or TESTING:

- A valid California Driver's License
- Evidence of driver insurability during the course of employment

WORKING CONDITIONS:

Environment:

- Office/school campus
- Subject to frequent interruptions
- Subject to driving a (personal and/or district) vehicle to conduct work
- Noise
- Isolation
- Indoor/outdoor

Hazards:

- Exposure to loud noise, fumes, vapors and dust from equipment operation for prolonged periods of time
- Exposure to aggressive or uncooperative behaviors
- Exposure to adverse weather conditions
- Working in a cramped or restrictive work space
- Working around and with machinery having moving parts
- Exposure to electrical power supply and high voltage
- Uneven terrain and surfaces

PHYSICAL ABILITIES:

- Visual acuity
- Hearing, at approximately 60 decibels, and speaking to exchange information
- Walking/Standing/Sitting for extended periods of time
- Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back
- Dexterity of hands and fingers to operate standardized equipment
- Mobility
- Bending, stooping and squatting
- Gripping and grasping
- Twisting at waist
- Kneeling, crawling, lie on back

- Climb slopes, stairs, steps, ramps, scaffolding, and ladders
- Work at various elevated heights
- Heavy work: working independently, must be able to lift up to 50 pounds; beyond 50 pounds, team lifting is recommended when feasible. Must be able to push and/or pull up to 100 pounds independently, lift 100 pounds with assistance.