

CUSTODIAN

OVERALL JOB PURPOSE STATEMENT

Under the work coordination of a Custodian Crew Leader, the job of Custodian is maintaining an assigned school site and/or office space; and providing a clean, safe and healthy environment.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics. The Custodian performs a full range of cleaning functions on a school campus and a variety of routine, simple maintenance duties for an assigned area during a day or night shift which may involve frequent contact with students, staff and other adults. Positions in this class may be assigned to day or night hours, and at times during the year they may be required to work evening hours such as at special events or winter, spring or summer breaks. The class Custodian differs from the Custodian Crew Leader which is a class responsible for organizing, coordinating and supervising the work of all custodians and related positions at a school plant.

ESSENTIAL FUNCTIONS

- Cleans building interiors, exteriors and campus grounds (e.g., sweep, scrub, strip, wax, polish floors; vacuum and shampoo carpets and rugs; dust and polish furniture, woodwork, metal work; clean chalkboards, erasers, windows, mirrors, waste receptacles; scrub and disinfect surfaces and fixtures in rest rooms, showers and related areas; empty trash containers; pick up trash and debris) for the purpose of providing clean, safe and healthy school plant. Secures alarms, windows, doors, gates and specified campus areas for the purpose of providing campus security after school hours.
- Sets up and takes down equipment and furnishings (e.g., furniture arrangements, bleachers, stages) for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Replenishes classroom and rest room supplies (e.g., paper towels, soap) for the purpose of maintaining adequate quantities for daily use.
- Unloads and distributes warehouse materials and other delivered items (e.g., books, equipment, supplies) for the purpose of storing, routing and placing needed items and supplies in designated locations.
- Reports incidents of vandalism, damages, accidents, unsafe conditions and items needing repair for the purpose of preventing accidents, keeping the campus safe and in a properly functioning condition.
- Requests and maintains custodial supplies and inventories for the purpose of ensuring their availability when needed.
- Communicates with and assists students, teachers, parents and visitors for the purpose of providing and receiving information and instructions for events, activities and carrying out the school's current plans.
- Performs minor maintenance and repairs on school equipment and furniture (e.g., change vacuum cleaner belts, bags, lighting) for the purpose of ensuring proper functioning and usability of items.
- Assists in the performance of other job-related duties as assigned.

CUSTODIAN

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: proper cleaning methods, materials, tools and equipment used in custodial and routine maintenance work, including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures; cleaning materials, disinfectants and equipment used in custodial work; safety practices and work methods; and record keeping techniques.

SKILLS are required to perform multiple, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: handling hazardous materials; operating equipment used in industrial cleaning; and preparing and maintaining accurate records.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize job-related equipment. In working with others, problem solving may be required to identify issues and to select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: utilizing cleaning materials, equipment and methods according to predetermined standards; understanding and following oral and written directions, including Material Safety Data Sheets (MSDS) and procedures to protect against blood borne pathogens; establishing and maintaining effective working relationships with others; meeting schedules and time lines; and communicating effectively with others.

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the following physical demands:

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

CLASSIFIED

CUSTODIAN

Seldom/Occasionally	Lifting at waist height or carrying up to 50 pounds up to 10 feet (e.g., trash can, water bucket, moving chairs, moving stack of chairs and tables), squatting/crouching, climbing/balancing, kneeling, reach above shoulder stooping/bending, twisting back, neck flexion/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder
Occasionally	Lifting at waist height or carrying up to 10 pounds, stooping/bending, twisting back, neck flexion/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder
Occasionally/Frequently	Fingering/fine manipulation
Frequently	Standing, handling/simple grasping
Continuously	Walking

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.
Ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a Class C driver's license to conduct work, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, vibration, extremes in temperature and humidity, biohazard materials such as sewage, work at heights.

EXPERIENCE

Job-related experience in a school or related environment is required.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

Valid California Class C Driver's License.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.