

CUSTODIAN

OVERALL JOB PURPOSE STATEMENT

Under the direction of a school principal or Head Custodian, the job of Custodian is done for the purposes of 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 and exteriors and campus grounds for the purpose of providing clean, safe and healthy school plant.
- Unloads/distributes warehouse materials and other delivered items (e.g. books, equipment, supplies, etc.) for the purpose of storing, routing and placing needed items and supplies in designated locations.
- Arranges equipment and furnishings (e.g. furniture arrangements, bleachers, stages, etc.) for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Reports incidents of vandalism, damages and/or issues needing action for the purpose of seeking prompt corrective action.
- Secures alarms, windows, doors, gates and specified campus areas for the purpose of providing campus security after school hours.
- Requests/maintains custodial supplies/inventories for the purpose of ensuring their availability when needed.
- Assists students, teachers, parents and visitors for the purpose of providing/receiving information and instructions for events, activities and carrying out the school's current plans.
- Performs minor maintenance (e.g. change vacuum cleaner belts, bags) on school equipment/furniture for the purpose of ensuring proper functioning and usability of items.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing

organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**SKILLS, KNOWLEDGE AND ABILITIES**

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.

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.

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 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's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking and 20% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

EXPERIENCE

Job related experience is required.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

Valid California Class C driver's license.

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Criminal Justice Fingerprint/Background Clearance
TB Clearance