

Position: Custodian

Salary Range: 19

Summary

Performs a variety of work in the custodial, grounds cleanup, and light maintenance of schools, offices or related facilities.

Distinguishing Characteristics

Custodians ensure schools and facilities are clean, safe, and secure. A Custodian has experience and can demonstrate the ability to work independently following general instructions, to perform light maintenance and minor repairs, and to demonstrate proficiency in the use of cleaning supplies and equipment.

Essential Duties and Responsibilities

- Performs a variety of custodial duties, ensuring that classrooms, open areas, multi-purpose rooms, and gymnasiums are in a safe, clean, usable condition. Sweeps, vacuums, scrubs, mops, strips, and polishes floors. Washes windows, counters, and walls. Vacuums rugs and carpets.
- Cleans and washes walkway and eating areas. Cleans drinking fountains. Makes emergency cleanups.
- Lifts, moves and stores supplies, furniture and equipment.
- Maintains and makes minor repairs to buildings and fixtures. Follows procedures for reporting repair and maintenance needs and assists others in making repairs.
- May be required to supervise or work with students.
- Cleans, scrubs and disinfects restrooms. Polishes metal work, cleans sinks, mirrors, and other restroom fixtures. Maintains various classroom and restroom supplies including paper towels, soap, toilet paper, and related items.
- Empties and cleans waste/recycle receptacles and surrounding areas. Picks up litter and debris. Picks up trash containers and empties into large bins. May organize materials for recycling.
- Sets up meeting rooms, classrooms, and other school facilities for special meetings and events. Sets up equipment for athletic events.
- Unlocks and locks doors and gates. Turns lights on and off. Raises and lowers flags.
- Requires the ability to comprehend and follow district safety plans, procedures and policies and all other district standards and procedures.
- Follows guidelines and standards as established by the Director of Maintenance and Operations.
- Inventories, requests and maintains supplies and equipment used in the course of custodial work.
- Checks doors, windows, and site for vandalism. Reports safety, sanitary, and fire hazards.

- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

Qualifications

▪ Knowledge and Skills

A Custodian requires a thorough knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance. Requires a thorough knowledge of the buildings and grounds of the assigned site. Must have a good knowledge of work hazards and safety procedures. Requires some knowledge of chemical reactions. Be able to strip, wax and maintain wood, tile, carpet, cement and synthetic floors. Must have sufficient communication skills to project a positive image and convey basic information. Knowledge of blood-borne pathogens.

▪ Abilities

Ability to comprehend and follow District safety plans, procedures, and policies. Must be able to perform all of the essential duties of the position with limited supervision. Must be able to maintain tools and equipment in a working condition. Requires the ability to perform routine maintenance tasks and to be able to determine when to refer more complex maintenance requirements to a supervisor. Must be able to communicate effectively and follow oral and written directions. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District. Ability to perform heavy physical labor with or without assistance.

▪ Physical Abilities

Requires the ability to walk, bend, stoop and perform repetitive arm and shoulder motions with moderate exertion. Requires the ability to climb and use ladders safely. Must lift light to medium weight materials or equipment up to 50 pounds on a frequent basis, pushing, pulling, or guiding over 50 pounds on an occasional basis. Requires the ability to operate and maneuver demanding equipment such as floor polishers and carpet cleaners. Requires visual acuity and depth perception to operate equipment and read safety materials.

▪ Education and Experience

High School diploma or equivalent, plus demonstrated reading and writing skills sufficient to perform duties and read and understand Material Safety Data Sheet (MSDS) required. Requires 1-year prior custodial experience.

▪ Licenses and Certificates

Depending upon assignment, a valid California driver's license and/or first aid training may be required.