

CUSTODIAN

DEFINITION

Under general supervision, maintains an assigned group of classrooms, restrooms, offices, and related facilities in a clean and orderly manner; and performs related work as required.

CLASS CHARACTERISTICS

Incumbents may typically perform duties under the supervision of a Senior Custodian or School Plant Supervisor. The following duties are typical of the positions in this class collectively, but no one position would necessarily include all of these duties, nor is any one position necessarily limited to any one of these duties.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Sweeps, scrubs, mops, buffs, waxes, polishes, scrapes, refinishes, and seals floors. *E*

Moves, arranges, and makes minor repairs to furniture, adjusting furniture upon request; dusts, washes, and polishes furniture, metalwork, and woodwork; and vacuums and shampoos rugs and carpets. *E*

Prepares auditoriums and classrooms for special events by assembling and arranging furniture and equipment. *E*

Empties and cleans waste receptacles; and picks up papers and cleans sidewalks. *E*

Replenishes restroom supplies; and cleans bowls, sinks, counters, shelves, mirrors, and light covers in restrooms, classrooms, and offices. *E*

Cleans stoves, refrigerators, and coffee machines; cleans drinking fountains and surrounding areas; cleans window coverings and erasers; and washes windows, walls, doors, and blackboards. *E*

Turns out lights and locks windows; unlocks and locks doors and gates. *E*

Changes light bulbs, tightens screws, and does other minor maintenance and repair. *E*

Sweeps sidewalks and rakes leaves. *E*

Sorts and stores supplies. *E*

Reports potential problems or damage to appropriate personnel. *E*

Paints small areas as assigned; cleans and seals bleachers in gym as assigned. *E*

EXAMPLES OF DUTIES (cont.)

Assists in the thorough cleaning and restoration of facilities during student vacation periods. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Proper methods, materials, tools, and equipment used in custodial work;
2. Basic requirements for the safe maintenance of school facilities;
3. Good work habits; and
4. Appropriate safety precautions and procedures.

Ability to:

1. Use cleaning materials, equipment, and methods according to predetermined standards;
2. Quickly learn and apply knowledge of the schedules, procedures, and use of equipment and supplies used in custodial work;
3. Maintain tools and equipment assigned in clean working order providing proper security;
4. Perform minor, non-technical repairs;
5. Perform moderately heavy manual labor;
6. Observe and report needs for maintenance and repair;
7. Operate a vehicle observing defensive driving practices;
8. Understand and carry out oral and written instructions;
9. Establish and maintain effective relationships with those contacted in the course of work; and
10. Perform simple and repetitive tasks.

EDUCATION AND EXPERIENCE

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education and experience.

WORKING CONDITIONS

Environment:

Indoor and outdoor environment; regular exposure to fumes, dust, and odors; subject to driving a vehicle to conduct work.

Physical Abilities:

Walking and standing for extended periods of time; bending at the waist; pushing and pulling cleaning equipment; lifting, carrying, pushing, pulling, and moving furniture and objects weighing up to 100 pounds; climbing ladders; and reaching overhead and horizontally to replace light bulbs.

Hazards:

Exposure to dust and cleaning chemicals.

Revised: 7/81