

CUSTODIAN I

DEFINITION

Under supervision, maintain an assigned school facility, group of buildings, grounds, or office space in a clean, orderly, and secure manner following a predetermined schedule; and do other related work as required.

ESSENTIAL FUNCTIONS

Sweep, mop, strip, wax, and seal floors; vacuum and clean rugs and carpets; clean chalkboards, chalk trays and erasers; dust, wash, and clean furniture, light fixtures, walls, doors, and woodwork; empty and clean waste receptacles, including trash barrels; clean and sanitize restrooms, locker rooms and showers; stock paper and supplies; clean drinking fountains and sinks; may move, set-up, assemble or disassemble furniture or equipment; replace light bulbs and lighting tubes; clean windows and window coverings, such as drapes and blinds; pick up paper and other debris from school grounds and the areas adjacent to school facilities; sweep concrete surfaces adjacent to the school buildings; perform emergency cleanup service resulting from breakage, vandalism, accidents, and illness; report unsafe conditions and potential hazards; may perform minor maintenance tasks in keeping assigned areas safe and operational; may perform routine grounds maintenance functions; assist in reporting and preventing facility vandalism; activate and deactivate alarms; secure school and equipment; perform security checks; participate in thorough cleaning, repair, and renovation of school facilities and furniture.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Basic cleaning methods, procedures and techniques;
Cleaning materials, supplies and equipment;
Safe Working methods and procedures.

Ability to:

Perform moderately heavy manual activities;
Efficiently and effectively use cleaning materials, supplies and equipment;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of experience involved with the care and cleaning of buildings and facilities.

REQUIRED LICENSES AND/OR CERTIFICATES

If required to operate a vehicle in the performance of duties, operator must possess an appropriate California driver's license; have an acceptable driving record; qualify for insurability by the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Heavy physical work involving pushing and pulling of objects weighing up to 100 pounds, with frequent lifting of objects weighing up to 50 pounds. Physical dexterity in limbs and digits necessary to operate hand and power driven equipment and tools commonly used in the custodial trade, and perform strenuous manual labor; ability to bend, stoop, grasp, and reach.

Working Conditions:

May be required to work alone during evening hour assignments. Ability to mix and work with detergents and other cleaning chemicals without allergic reactions

Pre-placement Physical: Class II