

CUSTODIAN I**DEFINITION**

Under the immediate work direction of a Custodial Crewleader, or a Custodian III or a site administrator if assigned to a specific school site, maintains classrooms, offices, restrooms, or other assigned areas in a clean, sanitary and safe condition; and performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

TYPICAL DUTIES

Vacuums, sweeps, mops, and scrubs floors in classrooms, hallways, restrooms and other areas; cleans and disinfects fountains, sinks, toilets, urinals and adjacent areas; fills dispensers and machines with supplies; picks up trash and empties/cleans waste receptacles; cleans dry erase/chalkboards and sills; dusts ledges, lights, sills, equipment and counters; and washes mirrors, windows, doors and walls. Moves and arranges school equipment such as desks, chairs, file/storage cabinets and audio/visual equipment. Locks windows and doors and activates/de-activates alarms. Reports safety hazards or other problems to supervisor.

As assigned or on a project basis: cleans desks and other furniture; strips, waxes, seals and buffs a variety of floor surfaces, including wood, tile and terrazzo; spot cleans and shampoos carpets; performs minor non-technical repairs with hand tools; changes incandescent bulbs and fluorescent lamps; assists in setting up rooms and facilities for meetings or special events; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Custodian I** typically works at night on a traveling or site-based cleaning crew under immediate work direction of a Custodial Crewleader or site supervisor performing routine cleaning duties. The **Custodian II** generally is assigned to, and responsible for, a specific site during the day under the supervision of a Principal or other site administrator; in addition to cleaning duties, the incumbent performs a variety of related duties supportive of school activities. Supervision is typically less immediate in this classification and there are more non-routine duties. The **Custodian III- (Site Based)** performs all the duties of a Custodian II, but is assigned to a specific middle school site and, in addition, provides basic lead direction by assigning and reviewing the work of Custodians I assigned to that site not served by a traveling crew.

EMPLOYMENT STANDARDS

Knowledge of: Basic cleaning methods and use of cleaning materials, tools, and equipment required in custodial services; basic hand tools and their use; basic techniques for minor non-specialized repairs; and standard safety practices and procedures.

Ability to: Understand and follow oral and written directions; operate assigned custodial equipment such as vacuums, buffers, carpet shampooers, etc.; use common cleaning materials in a safe and efficient manner; learn cleaning schedules and procedures of assigned areas; learn requirements of maintaining school buildings and facilities in a safe, clean and orderly condition; occasionally perform minor non-technical repairs with hand tools; work cooperatively and effectively with co-workers, supervisors, staff, students, and the general public; be reliable in attendance, punctuality, and follow through; be flexible and adapt to changes in routine and the needs of the school; and work effectively without close supervision.

Essential Physical Activities and Work Environment: Sufficient stamina to stand, walk, climb, kneel, crawl, reach, twist, crouch, squat, balance and bend in the performance of custodial functions on a daily basis; strength to regularly transport boxes, trash cans and other objects weighing up to 50 pounds; mobility to climb and descend ladders; sufficient finger dexterity to operate cleaning equipment and grasp, push, and pull heavy equipment and objects (e.g. desks, chairs, tables, file/storage cabinets, audio/visual equipment, etc.) weighing over 150 lbs; sufficient stamina to perform moderate to heavy manual labor on a daily basis; sufficient dexterity to work in confined areas; sufficient hearing and speaking to give and receive instructions; and vision sufficient to observe work areas and read fine print.

Work is subject to exposure to dust, dirt, odors, noise, vibrations, heights, poor ventilation, solvents, chemicals and fumes. Work is conducted occasionally in adverse weather conditions, and is performed in both indoor and outdoor environments. Work may be subject to traveling to District sites.

Typical Background: Any combination of training and experience that demonstrates the knowledge and abilities to perform the typical duties. A usual way to obtain the knowledge and abilities would be at least some custodial or other manual work experience and a pattern of reliable attendance.

Licenses and/or Certificates: Possession of a valid Class C California driver's license may be required for some positions. Must meet District vehicle and liability insurance requirements, as appropriate. May be required to obtain job-related certificates after appointment.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.