



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

CUSTODIAN

**DEPARTMENT/SITE: MAINTENANCE,
OPERATIONS &
FACILITIES**

**REPORTS TO: DIRECTOR OF MAINTENANCE,
OPERATIONS & FACILITIES**

SALARY SCHEDULE: Classified Salary Schedule
(Group 1/Group 15)

LEVEL: Range 31

WORK YEAR: 12 Months

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective:.....August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of the Director of Maintenance, Operations & Facilities, incumbents in this classification clean, disinfect and sanitize classrooms, bathrooms, offices and other school facilities; arrange and set up rooms as requested for meetings, classroom activities and events; and performs other related duties as assigned. The incumbents in this classification provide the school community with safe, attractive, comfortable, and clean places in which to learn, play, and develop which directly support student learning.

DISTINGUISHING CHARACTERISTICS

The Plant Foreman incumbents perform custodial work and act as working supervisors in overseeing the daily functions of Custodians.

The Custodian classification is the entry-level classification in the custodian series that performs routine custodial activities at a school site or district facility.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Vacuum, sweep, mop, and scrub floors in classrooms, hallways, restrooms and other school facilities.
- Clean and disinfect water fountains, sinks, toilets, urinals and adjacent areas; fill dispensers and machines with supplies; clean mirrors, windows, doors and walls. Clean kitchens, eating areas, food containers, utensils, coolers, freezers, grill vents and air vent surfaces.
- Pick up trash; empty and clean waste receptacles; clean dry erase/chalkboards and sills; dust desks, furniture, ledges, woodwork, metal work, lights, sills, equipment and counters; and disinfect trash containers.
- Pick up paper and other debris from school grounds, sweep sidewalks and asphalt surfaces around school and district buildings.

- Move and arrange school equipment such as desks, chairs, file/storage cabinets and audio/visual equipment; assist in setting up rooms and facilities for meetings or special events, including setting up, breaking down and moving furniture.
- Maintain safe and secure facilities; lock windows and doors and activate/de-activate alarms; secure perimeter of school. Report safety hazards or other problems to supervisor. Operate and adjust heating and ventilation equipment.
- Strip, wax, seal and buff a variety of floor surfaces; spot clean and shampoo carpets.
- Perform minor repairs with hand tools and change light bulbs.
- Perform emergency clean up as a result of vandalism, breakage, spills and illness; inspect and scan buildings for maintenance issues such as damage, needed repairs, security and safety concerns.
- Communicate daily with Plant Foreman about cleaning and safety needs and facility use arrangements
- Order, track, deliver and maintain supplies for teachers and staff; maintain custodial supplies, equipment and materials needed to perform duties efficiently.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Basic cleaning methods including procedures and techniques, cleaning materials, supplies and equipment
- Operation of assigned custodial equipment
- Safety practices and work methods
- Proper lifting techniques

Skills:

- Make basic math computations
- Operate equipment and materials used in custodial services and basic maintenance
- Adhere to safety practices
- Prepare and maintain accurate records

Ability to:

- Understand and carry out oral and written directions
- Work with minimal supervision
- Establish and maintain cooperative working relationships
- Demonstrate friendly customer service skills
- Efficiently and effectively use cleaning materials, supplies and equipment
- Drive district vehicles
- Perform heavy physical labor in a safe manner
- Assist in inventory control and warehouse storage practices
- Use industrial cleaning materials and equipment in a safe and efficient manner
- Operate various types of mechanical loading and handling equipment
- Make basic math computations
- Work for long periods of time alone
- Perform repetitive tasks
- Maintain effective working relationships with staff, students and the general public.

EDUCATION REQUIRED:

High school diploma or equivalent.

EXPERIENCE REQUIRED:

Previous experience as a Custodian desirable.

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Typical school environment, including bathrooms, offices, classrooms, playground, and multi-purpose rooms
- Heavy physical labor; lifting and carrying heavy equipment and furniture up to 75 pounds, with up to 52 pounds of repetitive lifting
- Dexterity of arm, shoulders, hands, and fingers to perform duties
- Working at heights and climbing ladders
- Standing for extended periods of time
- Pushing or pulling; walking; reaching overhead, above the shoulders and horizontally; bending at the waist, kneeling or crouching
- Hearing and speaking to exchange information
- Dexterity of hands and fingers in order to operate equipment
- Seeing to ensure safe and efficient cleaning procedures
- Potential for contact with blood, other body fluids, bloodborne pathogens and communicable diseases, chemicals and solvents including antiseptics and disinfectants, biomedical waste/hazards
- Exposure to traffic, noise from equipment operation
- Exposure to fumes, dust, and odors