

CLASS SPECIFICATION
Custodian

FLSA Status: Nonexempt
EEOC Job Category: Laborers
Union Representation: Represented

GENERAL PURPOSE

Under supervision, cleans classrooms, offices, hallways, stairways, libraries, gymnasiums, laboratories, industrial shops and other assigned areas at District buildings/facilities on a day or night shift; performs minor maintenance and repair to furniture, fixtures and facilities; secures schools, buildings and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Custodian is the entry-level class in the custodial class series. Initially under close supervision, incumbents learn and perform a variety of custodial duties. After training, incumbents work independently in maintaining the cleanliness, appearance and safety of assigned District buildings and facilities. Incumbents in this class may be assigned to a day or evening shift and are responsible for ensuring cleaning assignments are properly completed.

Custodian is distinguished from Lead Custodian in that incumbents in the latter class are responsible for scheduling, assigning, inspecting and participating in the work of custodial crews assigned to District buildings and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Cleans, dusts, scrubs and disinfects restrooms, offices, classrooms, hallways, equipment, fixtures and the exterior of buildings; washes windows, mirrors, appliances, chalkboards and walls; cleans and disinfects drinking fountains; polishes metalwork, woodwork and furniture; cleans sinks, mirrors and other bathroom fixtures; cleans and sterilizes food preparation and child care areas; restocks supplies and refills dispensers and vending machines; empties and cleans waste receptacles and pencil sharpeners; picks up paper and other debris from grounds and buildings.
2. Sweeps, strips, scrubs, mops, waxes and polishes floors and vacuums rugs and carpets in classrooms, offices, lounges, workshops and other areas; spot cleans and shampoos carpets; performs carpet repairs as assigned.
3. Cleans, dusts and polishes furniture, office equipment, vents, ledges, light fixtures, blinds and woodwork; cleans and waxes desks.
4. Adjusts and arranges furniture and equipment; moves furniture, supplies and equipment between classrooms, District sites, and to and from vendors; sets up rooms for special events and meetings; sets up stage and shell for special events; transports garbage to dump grounds.

5. Performs minor maintenance and non-technical repairs on buildings and grounds including replacing lights, minor plumbing repairs, cleaning up spills, refilling dispensers and sweeping or mopping floors; reports other maintenance and repair needs.
6. Removes graffiti by using appropriate solution or painting over words and designs; reports graffiti that cannot to be removed or covered.
7. Locks and unlocks doors and gates; raises and lowers flags; reports potential safety, sanitary and fire hazards; escorts individuals off campus as needed; turns lights on and off; responds to radio emergency or special requests as needed.
8. Operates a variety of custodial equipment including floor stripper, buffer, carpet shampooer, vacuum cleaner, power blower, and small power and hand tools.
9. Launders and dries rags, towels and other items used by custodial staff; operates commercial washing machines and dryers.

OTHER DUTIES

1. Disposes of rodents and dead animals from grounds.
2. Assists with pool maintenance as needed; cleans and checks pool filters; tests water; checks and cleans ORD sensors.
3. Assists in collecting fire extinguishers for annual inspection.
4. Assists in orienting new custodial staff as assigned.

QUALIFICATIONS

Knowledge of:

1. Modern cleaning methods including basic methods of cleaning and preserving floors, carpets, furniture, walls and fixtures.
2. Cleaning materials, disinfectants and equipment used in custodial work.
3. Safety practices and work methods pertaining to the work.
4. Oral and written communication skills, reading and interpreting data.

Ability to:

1. Learn requirements of maintaining school buildings in a safe, clean and orderly condition.
2. Learn the schedules, procedures and use of custodial tools and supplies.
3. Use common cleaning equipment and materials in a safe and efficient manner.
4. Operate a variety of custodial equipment including floor stripper, buffer, carpet shampooer, vacuum cleaner, power blower, and small power and hand tools.
5. Perform minor repairs as assigned.
6. Observe and report needed maintenance and repair.

7. Meet schedules and time lines.
8. Understand and follow oral and written directions.
9. Work cooperatively with others.
10. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and sufficient training and work experience to demonstrate the knowledge and abilities listed above.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use simple arithmetic reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District management, staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works in outside weather conditions and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and risk of electric shock. The noise level is usually moderately quiet.

Revised: December 4, 2006