

CUSTODIAN I

DEFINITION

Under the supervision of the site administration and/or Custodial Supervisor, and following a predetermined schedule, maintains an assigned school facility, group of buildings or office space in a clean, orderly and secure manner; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- sweeps, mops, strips, waxes and seals floors
- vacuums rugs and carpets
- dusts, washes and polishes furniture and woodwork
- empties and cleans waste receptacles, including trash barrels
- cleans restrooms, locker rooms and showers
- washes windows and walls, polishes metalwork and cleans chalkboards
- moves and arranges furniture and equipment in preparing multipurpose rooms or classrooms for special events or meetings
- replaces light bulbs and lighting tubes
- cleans window coverings, such as drapes and blinds
- sweeps concrete surfaces adjacent to the school buildings
- picks up paper and other debris from school grounds, walkways and adjacent areas
- performs emergency cleanup service resulting from breakage, vandalism, spills, illness and injury
- may raise and lower flags, lock and unlock gates and doors and set security systems
- assists in receiving and distributing supplies and equipment
- may perform minor maintenance tasks in keeping assigned areas safe and operational
- assists in reporting and preventing facility vandalism

QUALIFICATIONS

Knowledge of: Basic cleaning methods, procedures and techniques; cleaning materials, supplies and equipment; safe working methods and procedures.

Ability to: Perform medium to heavy manual activities; efficiently and effectively use cleaning materials, supplies and equipment; understand and follow oral and written directions; establish and maintain cooperative working relationships with persons of varying ethnicity and culture.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will infrequently exert 50 to 75 pounds of force to lift, carry, push, pull or otherwise move objects
- will walk or stand for extended periods while sitting some of the time, will regularly ascend and descend ladders, stairs, scaffolding and ramps
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone/other communication devices
- must possess the manual dexterity to operate hand tools and to handle and work with various materials and objects
- may be occasionally exposed to hot, cold, wet, humid, or windy conditions caused by weather

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: The equivalent of six months of full-time, paid experience in custodial work is required.

Education: Verification of a High School diploma, a GED certificate, or a higher degree.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

License Requirement: Verification of a valid California Department of Motor Vehicle Operator's License is required.