

CUSTODIAN I

DEFINITION:

Under supervision, to perform a variety of general cleaning tasks in an assigned school site or District facility; and to perform other job-related duties as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are distinguished from Custodian 2 in that positions in the latter class function in a lead capacity and direct the work of Custodian 1's.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending on the assignment, duties may include but are not limited to the following.

Works from a prepared work schedule.

Sweeps, scrubs, waxes, and polishes concrete, linoleum, tile, and wood floors and vacuums rugs and carpets.

Cleans and dusts walls, furniture, woodwork, and other equipment.

Picks up paper and other refuse on grounds and sweeps walks and entrances.

Washes, scrubs, and disinfects restrooms, kitchens and cafeteria.

Cleans and/or polishes windows, door glass, drinking fountains, metal work, door panels, handrailings, etc.

Empties and cleans waste containers.

Assists in moving and/or rearranging chairs, tables, desks, furniture, sports equipment, and other equipment.

Maintains various classroom and restroom supplies, including towels, soap, tissues, and other sanitary items.

Sets up, opens and closes classrooms and other school facilities for sports events and various community activities and services.

Drives District vehicle at school sites, as needed, and to haul trash to large garbage containers for disposal; may drive District vehicle between sites if assigned to District roving crew.

Maintains equipment used in the course of work and performs minor repairs to desks, chairs, etc.

Checks and locks doors and windows and reports safety, sanitary, and fire hazards.

Cleans sports equipment such as wrestling mats.

In emergencies removes obscene words or drawings on buildings or property by scrubbing, scraping or painting.

Lowers the flags.

With training, sprays large garbage containers to control odors and insects.

Performs routine grounds maintenance such as watering lawns and plants and makes minor adjustments to sprinkler systems, if needed.

Measures and mixes chemicals used in course of work according to directions.

Uses heavy-duty carpet cleaning equipment in periodic cleaning of carpets.

Replaces light bulbs and fluorescent tubes.

Instructs substitutes in performance of duties.

QUALIFICATIONS:

Knowledge of:

Safe work practices including OSHA regulations, as they relate to the position;

Modern cleaning methods and the use and care of cleaning materials and equipment;

The safe operation of the tools and basic practices and procedures of custodial and building maintenance work.

Ability to:

Safely use cleaning materials and equipment with skill and efficiency;

Perform heavy physical labor including but not limited to the ability to lift up to 50 lbs.;

Read and speak English at a level sufficient to successfully perform the duties associated with the position;

Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same;

Safely drive District vehicles during the course of work, if assigned to the District roving crew;

Understand and carry out oral and written directions;

Establish and maintain cooperative working relationships with those contacted in the course of work.

Education: Equivalent to completion of high school. Additional qualifying experience may be substituted for the required education on a year for year basis up to a maximum of four years.

Experience: Six months of custodial and general building maintenance experience.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license with no restrictions which would preclude driving on the job is a continuous requirement, if assigned to the District roving crew.

OTHER CONDITIONS OF EMPLOYMENT:

In accordance with California law and the Education Code, position incumbents must maintain conviction free Dept. of Justice background record which is relevant to the position.

Salary Range: 59

N: 12/68 R: 03/80, R: 11/85, R:11/91, R: 10/98