

CUSTODIAN /
SUBSTITUTE CUSTODIANJob Summary

Under supervision, plans, schedules and performs routine cleaning work in shops, classrooms, gymnasiums, auditoriums, cafeterias, sidewalks, offices and other spaces as to provide attractive, sanitary, safe and secure facilities for students, staff and the general public; and do other related work as required.

Qualifications:Required:

- Completion of the twelfth grade or some equivalent combination of education and experience
- One year experience in custodial or maintenance work
- Possess a valid California driver license (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed with CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice at time of hire)

Desired:

- Knowledge of accepted safety standards, practices and procedures of the industry, including Occupational Safety and Health Administration (OSHA) and Cal-OSHA guidelines and requirements, and strategies and practices for work place safety in an outdoor environment

Knowledge and Ability:

- 1 Knowledge of methods, materials and equipment used in custodial work
- 2 Knowledge of requirements for maintaining school buildings in a safe, clean, and orderly condition
- 3 Ability to use cleaning materials and equipment with skill and efficiency
- 4 Ability to use basic mechanical tools in performing minor repairs
- 5 Knowledge to operating heating and ventilating equipment
- 6 Ability to establish and maintain cooperative and effective working relationships with children and adults contacted in the course of work
- 7 Ability to learn and master new methods and techniques for use in custodial work
- 8 Ability to understand, carry out oral and written directions
- 9 Ability to keep records and communicate effectively in both oral and written forms
- 10 Ability to observe and immediately report safety hazards and needs for maintenance and repair
- 11 Ability to follow a set schedule and perform simple, repetitive tasks with minimal supervision
- 12 Ability to be flexible and receptive to change

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

- 1 Set up rooms for special events
- 2 Perform minor repairs and adjustments to building fixtures and equipment
- 3 Report repair work to maintenance department
- 4 As assigned, properly and safely utilize a variety of custodial tools, supplies and equipment to sweep, scrub, mop, buff, wax, polish, scrape, refinish, seal, repair, vacuum, spot clean and shampoo floors, rugs and carpets
- 5 Wash windows
- 6 Dust and cleans walls, furniture, woodwork and materials
- 7 May be required to perform minor maintenance work as directed when school is not in session
- 8 May be required to operate a truck, van or tractor or other District vehicle
- 9 Empty, clean, disinfect and line trash receptacles; report any which are missing, damaged or vandalized

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- 10 As instructed, clean, disinfect, dust, polish, move, assemble, adjust, make minor repairs and replace furniture, fixtures, equipment, walls, wood work, doors, door frames, windows, window sills, window coverings, chalk boards, chalk trays, white boards, bulletin boards, room dividers, storage bins; counters, sinks, mirrors, drinking fountains and bathroom fixtures, re-stock paper and soap supplies
- 11 Assure security of facilities and safety of students and staff during assigned hours; secure and lock gates, doors, windows, cabinets, equipment and vehicles; set security systems/alarms
- 12 Report all safety and security hazards and concerns
- 13 Assist in ordering, receiving, inventory maintenance and proper storage of supplies and materials used in custodial activities
- 14 Raise and lower flag(s) daily
- 15 May be required to deliver supplies
- 16 Perform other related duties as assigned

Summary of Physical Demands Ratings:

Incorporated within one or more of the previously mentioned essential duties of this job description are the following essential physical requirements. The following analysis entails an evaluation of the physical demands factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Physical Requirement of this position are, but not limited to, the following:

- 1 Some lifting, up to 50 lbs; some carrying, up to 50 lbs; some pushing, up to 50 lbs; some pulling, up to 50 lbs

Example of lifting/carrying/pushing/pulling is furniture, trash receptacles, dumpsters, ladders, floor polisher, vacuum, mop bucket, supply cart; reaching/handling are vacuum, supplies, broom, and mop

- 1 Standing 65% of the time; walking 30% of the time; sitting 5% of the time
- 2 Environment: Inside – 50%; Outside – 50%

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirement of the job