Position title: Custodian I  
Salary Range: 12 AY/AY + 5/ CY

Position Description:
Under supervision of the Centralized Custodian Program, to maintain assigned rooms, building or group of buildings, offices and service facilities in a clean, orderly and secure manner; to assist in the maintenance of grounds surrounding assigned facilities; and to do related work as may be required.

Positions in this class may be assigned to one or more schools or other District facilities to perform duties during a day or evening shift. Incumbents will report to a head custodian for directions, assignment and coordination of duties verbally or in writing.

Examples of Duties/Responsibilities:
- Following an assigned schedule, cleans classrooms, showers and locker rooms, restrooms, shops, cafeterias, gymnasiums, offices, hall and walk ways, and related facilities (E)
- Sweeps, scrubs, mops, strips, seals, waxes and polishes and washes classroom, office and other furniture and woodwork (E)
- Washes windows, doors, walls and woodwork (E)
- Cleans chalkboards/whiteboards, easels, trays and other classroom instructional equipment (E)
- Polishes and cleans metal work, light fixtures and hardware (E)
- Clean restrooms, including doors, mirrors, sinks, walls, floors, toilets, drains, hardware and fills dispensers and receptacles as needed (E)
- Moves, arranges and sets up furniture and equipment in preparing classrooms, auditoriums or other activity areas for special events, activities or meetings (E)
- Cleans, maintains and makes minor repairs to custodial equipment assigned to the school or facility (E)
- Makes emergency repairs of a non-technical or limited skill nature to keep assigned area operative, safe and clean (E)
- Adjusts shades, blinds, desks, chairs and other furniture (E)
- Empties and cleans trash and garbage cans and replaces liners (E)
- Sweeps paved surfaces manually or with power equipment adjacent to school buildings (E)
- Opens up or locks and secures doors, windows and buildings and sets or turns off alarms (E)
- Participates in thorough cleaning of school plant and facilities during non-instructional periods (E)
- Checks and reports unsafe conditions of playground equipment and grounds (E)
- Polices for debris and trash on walkways, grass and plant bed areas, parking areas, etc. (E)
- Maintains security of assigned school and other District properties (E)
- Assists the public using facilities and assume responsibility for proper security and building safety being met (E)
- Alarm and disarm the site ensuring the campus is secure (E)
- Performs other related duties as may be required

(E) – Essential

Minimum Qualifications:
Knowledge of:
- Basic cleaning methods
- Uses and application of cleaning materials
- Chemicals and equipment
- Basic work practices related to custodial work
• District policies, procedures and terminology
• General public relations
• Safety and security practices
• Appropriate safety precautions and procedures

Ability to:
• Learn and follow established cleaning methods, schedules and procedures
• Use custodial equipment and supplies efficiently, properly and safely
• Perform non-technical skill repair work independently
• Understand and carry out oral and written directions
• Establish and maintain effective working relationships
• Use independent judgement
• Work under pressure, meet deadlines and establish priorities
• Make arithmetic calculations accurately
• Communicate effectively using correct pronunciation and grammar
• Learn and utilize new and current technologies
• Respond to problems and emergencies

Education and Experiences:
• Graduation from High School or equivalent
• Experience in performing general custodial duties is preferred

License and Certificates:
• A valid California Driver’s License
• A driving record insurable under District standards (may be required for some positions in this class)

Working Conditions:
Environment:
• Office/school campus
• Subject to frequent interruptions
• Subject to driving a vehicle to conduct work
• May need to provide own vehicle for traveling from site to site
• Noise
• Indoor/Outdoor

Physical Abilities:
• Visual acuity to read labels and operate equipment
• Hearing and speaking to exchange information
• Standing/walking for extended periods of time
• Reaching overhead, above the shoulders and horizontally
• Dexterity of hands and fingers to operate a variety of specialized equipment and tools
• Bending, stooping and squatting
• Gripping and grasping
• Kneeling, crawling, lie on back
• Twisting at waist
• Climbing on step stools or step ladders
• Working at heights
• Walking over rough or uneven surfaces
• Mobility
• Heavy work: lifting, carrying, pushing and/or pulling up to approximately 100 pounds

Hazards:

• Exposure to noise, fumes, vapors and dust from equipment operation
• Exposure to abusive or uncooperative individuals
• Exposure to adverse weather conditions
• Working around and with machinery having moving parts
• May be required to work alone during shift hours

Updated CSEA Negotiations: 10.22.19
Board Approved: 01.21.20