



CUSTODIAN

DEFINITION:

Under supervision, to keep assigned buildings, classrooms, kitchens, cafeterias, restrooms and office spaces clean and orderly; to perform custodial tasks in the care of floors, furniture, lockers, walls and equipment; performs assigned ground-keeping duties; and to perform related work as required.

CLASS CHARACTERISTICS:

Positions in this class perform routine day or evening custodial duties with occasional requirements to set up or move furniture for special events. The following duties are typical of the positions in this class collectively, but no one position would normally include all of these duties, nor is any one position necessarily limited to any one of these duties. Positions in this class perform work which is highly structured, which seldom varies and which is performed in accordance with established instructions. Positions in this class are assigned to major school cleaning projects, grounds-keeping duties and to work as a helper in the performance of building maintenance duties during school recess periods.

EXAMPLES OF DUTIES:

- Sweeps, scrubs, mops, waxes and oils floors; E
- Vacuums rugs and carpets in classrooms, office, workshops and other work areas; E
- Dusts and polishes woodwork; E
- Empties and cleans waste receptacles and pencil sharpeners; E
- Cleans and restocks rest rooms; E
- Washes windows, chalkboards and walls; E
- Polishes metal work; E
- Takes routine care of custodial equipment and materials; E
- Moves and arranges furniture and equipment; E
- Sets up auditorium, cafeteria and classrooms for special events and meetings; E
- Makes minor non-technical repairs to buildings and fixtures, such as unplugging sinks, re-attaching appliances to walls, tightening holding devices, and painting over graffiti; E
- Replaces lights; E
- Cleans and adjusts shades and blinds; E
- Cleans, waxes and adjusts desks and other furniture; E
- Turns lights and alarm systems on and off; unlocks and locks doors and gates E
- Picks up paper and debris; E
- Picks up trash containers and empties into large bins; sets up eating areas for student lunch periods; E
- Cleans lunch areas; E
- Sets up rooms and grounds for special events, such as graduation and assemblies; E
- Delivers supplies to classrooms; E
- Places bottled water in dispensers; E
- Sprays insecticides for spiders and insects; E
- Maintains cleaning equipment in clean working condition; E
- Places cleaning supplies and equipment in cleaning cart and follows a predetermined schedule in the regular cleaning of an assigned station, varying schedule in accordance with verbal and written instructions; E
- Assists others in making repairs; E
- Cleans vandalized walls as necessary; E

- Performs varied grounds-keeping work, participates in major cleaning projects, and performs related work as required. E

PERSONAL CHARACTERISTICS:

Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

QUALIFICATIONS:

Knowledge of:

- Basic methods, materials and equipment used in custodial work;
- Good work habits;
- Safe work practices;
- Basic tools used in the routine maintenance of campus grounds and walkways;
- Basic arithmetic.

Ability To:

- Learn schedules, procedures and the use of tools and equipment used in custodial work;
- Work with limited supervision;
- Learn to use cleaning materials, disinfectants and equipment used in custodial work;
- Learn and perform varied grounds-keeping duties, including the operation of power grounds equipment;
- Perform moderately heavy manual labor and be exposed to sun and inclement weather, as assigned;
- Read English at a level required to read schedules and instructions;
- Understand and carry out oral and written instructions;
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE:

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing custodial work in buildings.

WORKING CONDITIONS:

Environment: Indoor and outdoor environment; regular exposure to fumes, dust and odors.

Physical Abilities: Seeing to safely perform duties of this position. Hearing and speaking to effectively communicate with co-workers or supervisor. Standing for extended periods of time, bending at the waist, pushing and pulling cleaning equipment, lifting and moving furniture weighing 45-100 pounds, climbing ladders and reaching overhead, above the shoulders and horizontally to replace lights in high places or window cleaning, etc.

Hazards: Exposure to dust and chemicals such as ammonia and bleach.

LENGTH OF SERVICE: varies

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.