

## CUSTODIAN I

### **DEFINITION**

Under supervision, to follow a schedule in the performance of custodial duties required to maintain assigned rooms, office space, equipment, buildings, and adjacent areas in a clean orderly and secure manner.

### **EXAMPLES OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Sweeps, mops, waxes, and seals floors.
2. Vacuums, extracts, spot cleans, and shampoos rugs and carpets.
3. Dusts, washes, and polishes furniture and woodwork.
4. Empties and cleans waste receptacles including recycle containers.
5. Washes windows, tables, walls, sinks, and fountains.
6. Cleans and sanitizes restrooms.
7. May sweep sidewalks.
8. Removes gum and graffiti.
9. Picks up paper and other debris from school grounds, walks areas, and the areas adjacent to the school facilities.
10. Cleans cafeteria and washes eating areas.
11. Polishes metal work.
12. Fills towel and soap dispensers and generally replenishes supplies.
13. Replaces light bulbs and tubes.
14. Does emergency clean-up resulting from breakage, vandalism, spilling, or illness.
15. Cleans chalkboards and trays.
16. Turns lights on or off and locks doors, windows, and gates.
17. Assists in moving, arranging, and setting up furniture and equipment for special events.
18. Stacks and stores furniture and equipment.
19. May perform minor repairs.
20. Assists in vandalism prevention and reporting.
21. Performs other related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Methods, materials and equipment used in cleaning various types of surfaces and furniture; safety related to cleaning methods, practices and equipment.

#### **Ability to:**

Perform moderately medium to heavy manual activities; efficiently and effectively use cleaning materials, supplies and equipment; maintain work schedules in the performance of tasks; work without immediate supervision; make independent judgment related to emergency and safety matters; operate custodial equipment and tools; drive an electric cart or small off-road vehicle; appreciate human diversity; maintain cooperative relationships with those contacted in the course of work; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

**Education/Experience:**

Any combination equivalent to: Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

**License/Certificate Requirement:**

Possession of a valid California Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in an indoor and outdoor setting; with exposure to all types of weather and temperature conditions, noise, dust, grease, and potentially hazardous chemicals, solvents, and oils; may be required to work irregular hours.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor school campus setting; lift, carry, push, pull or otherwise move moderately heavy to heavy loads; walk long distances around campus; bend, stoop, squat, and reach; climb ladders; verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.