

Position:	Custodian I	FLSA:	Non-Exempt
Department/Site:	Custodial Services	Salary Grade:	06
Reports to/Evaluated by:	Plant Supervisor	Salary Schedule:	Operations

SUMMARY

Under direct supervision, the purpose of the position is to perform a variety of custodial duties for a designated area, in addition to some light grounds and maintenance work. Work may be performed at a school plant, related facilities, or at the Regional Learning Center. Work requires use of various custodial equipment authorized and available. Hours are typically performed during evening or swing shift, however, may be performed during a day shift in a high school or intermediate school. Routine work is performed in accordance with established and well known policies, practices and procedures. Supervisor checks progress of work and provides instruction on accomplishing work involving unusual products or the use of unfamiliar equipment. Shift lead may also provide direction regarding assignments and convey instructions or information on behalf of the supervisor. Contacts are limited to the immediate work group but may extend to staff and/or students during daytime work schedules.

DISTINGUISHING CAREER FEATURES

This is the first and primary level of the Custodial career ladder. Advancement within Custodial Service to positions such as Athletic Equipment Attendant, Custodial Utility Worker, or Custodian II/Shift Lead will require additional time on the job combined with a high school diploma and the ability to communicate effectively and regularly with co-workers, students and/or members of the public. Increased use of knowledge in an additional area also likely, such as grounds, maintenance, utilities or athletic equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cleans, sanitizes, maintains, and provides for the general upkeep of building facilities and grounds; maintains assigned area in a user-ready fashion.
- Identifies and refers situations requiring assistance or the involvement of other departments to the shift lead or Plant Supervisor as appropriate; reports safety, sanitary, and fire hazards.
- Utilizes various cleaning agents, mixing according to label instructions, and using in accordance with prescribed safety precautions and directions.
- Sweeps, scrubs mops, washes, and polishes floors. Washes windows, counters, and walls. Vacuums rugs and carpets. Dusts and polishes furniture and woodwork. Cleans white boards and erasers.
- Cleans, scrubs and disinfects restrooms. Polishes metalwork, cleans sinks, mirrors, and other restroom fixtures. Maintains various classroom and restroom supplies including paper towels, soap, toilet paper, and related items.

- Empties and cleans waste receptacles. Picks up paper. Picks up trash containers and empties into large bins. Empties pencil sharpeners.
- Maintains and makes minor repairs to buildings and fixtures. Reports other repair and maintenance needs and assists others in making repairs.
- Moves furniture and equipment. Sets up meeting rooms, classrooms, and other school facilities for special meeting and events. Sets up equipment for athletic events. May set up and take down furniture and standard and specialized equipment for functions and special activities.
- Changes combinations on locker locks. Check doors, windows, and assigned area for vandalism.
- Turns lights on and off. Unlocks and locks doors and gates. Raises and lowers flags. Washes walks and eating areas. Cleans and disinfects drinking fountains. Completes emergency cleanups in cafeteria and other areas.
- Restocks supply and storage areas. May provide some shipping, receiving and delivery services.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires general knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance. Requires thorough knowledge of the buildings and grounds of the assigned site. Must have a functional knowledge of work hazards and safety procedures. Requires some knowledge of chemical reactions.

Abilities: Must be able to perform all of the essential duties of the position with limited supervision. Must be able to maintain tools and equipment in a working condition. Requires the ability to perform routine maintenance tasks and to be able to determine when to refer more complex maintenance requirements to a supervisor or shift lead. Must be able to verbally communicate effectively. Must be able to follow oral and written directions.

Physical Abilities: Requires the ability to walk, bend, stoop and perform repetitive arm and shoulder motions with moderate exertion. May lift light to medium weight materials or equipment up to 50 pounds. Requires visual acuity and depth perception to operate equipment and read safety materials.

Working Conditions: Work is performed indoors and outdoors where some health and safety considerations exist from physical labor and use of cleaning chemicals. Ability to with stand exposure to dust, mold, fiberglass and various chemicals.

Education and Experience: High school diploma or equivalent required. Reading and writing skills sufficient to perform duties and read and understand MSDS sheets required. Prior custodial experience preferred.

Licenses and Certificates: Requires valid California Driver's License.