

IMPERIAL COUNTY OFFICE OF EDUCATION

CLASS TITLE: CUSTODIAN I

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine custodial duties at a designated County Office site during an assigned shift; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

DISTINGUISHING CHARACTERISTICS:

Custodian I incumbents perform a variety of duties involved in cleaning County Office facilities. Custodian II incumbents are assigned lead duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform routine custodial duties at the assigned work site during an assigned shift; clean classrooms, kitchens, offices, hallways, lounges, multipurpose rooms and other facilities; dust, sanitize, wipe and polish desks, tables, furniture, countertops, equipment and woodwork as appropriate; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets; spot clean and shampoo carpets; spot mop spills; empty and clean waste receptacles, shredders and pencil sharpeners, replace liners of waste receptacles; remove gum, debris, cobwebs and graffiti from various surfaces as needed.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals as assigned; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile, walls, blinds, shades, light fixtures, ceiling registers, doors and windows; unclog drains and toilets.

Pick up paper, gum and other debris from grounds, walkways and areas adjacent to facilities; sweep concrete surfaces adjacent to buildings; inspect grounds and facilities for graffiti and remove graffiti as needed; sweep water from parking lots as required; empty waste receptacles; replace trash liners.

Prepare facilities for use by the organization and community groups as assigned; move and arrange furniture and equipment; set up and assemble chairs, tables and other furniture and equipment for meetings, meals, special events and school activities, clean up furniture, equipment and debris following events.

Perform a variety of routine general maintenance and repairs to buildings, swimming pool, fixtures, equipment and furniture as assigned; replace screws, light bulbs and tubes; check and maintain swimming pool water and chemical levels; refer major maintenance and repair needs to appropriate personnel.

Perform various opening and closing activities including locking and unlocking doors, windows and gates; activating and deactivating alarm systems; raising and lowering of flags and other related activities as assigned. Maintain security of assigned work site facilities and grounds according to established guidelines.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer, auto-scrubber, blowers and other equipment as assigned; drive a vehicle to conduct work; deliver supplies to designated locations as needed; load and unload trucks; assemble, move and arrange furniture, boxes, supplies and other equipment as requested; provide basic maintenance and servicing for vehicle as needed.

Assist with monitoring inventory levels of custodial supplies as required; assist with ordering, receiving and maintaining inventory of custodial supplies as assigned.

Report safety, sanitary and fire hazards to appropriate personnel; respond to emergency custodial requests and building alarms as needed; provide input and recommendations to the school site safety committee as assigned

Communicate with County Office personnel to exchange information and resolve issues or concerns.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.
Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
Proper methods of storing and transporting furniture, equipment, materials and supplies.
Requirements of maintaining County Office buildings in a safe, clean and orderly condition.
Appropriate safety precautions and procedures.
Proper lifting techniques.

ABILITY TO:

Perform routine custodial duties at a designated County Office site during an assigned shift.
Maintain buildings and adjacent grounds in a clean, orderly and secure condition.
Use cleaning materials and equipment in a safe and efficient manner.
Operate a variety of custodial equipment.
Maintain tools and equipment in clean working order.
Perform a variety of routine general maintenance activities and repairs.
Move and arrange furniture and equipment.
Observe and report safety hazards and need for maintenance and repair.
Understand and follow oral and written directions.
Observe health and safety regulations.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, pushing or pulling moderately heavy objects.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working on ladders.
Potential exposure to blood-borne pathogens and bodily fluids.