

## ORANGE UNIFIED SCHOOL DISTRICT

### CUSTODIAN

#### **DEFINITION**

Under general supervision – keeps an assigned building area clean, sanitary, safe, and orderly; secures rooms or cleaning stations; does special cleaning; may do some outdoor cleaning; may perform minor maintenance and painting duties; and does related work as required.

#### Representative Duties

Sweeps, mops, scrubs, shampoos, and waxes floors, including surfaces of many types; vacuums rugs and carpets; dusts, waxes, washes or polishes furniture and woodwork, cupboards, and counters; cleans walls and blackboards; cleans restrooms, locker rooms and showers; washes windows; moves and arranges furniture and equipment for rooms and showers; moves and arranges furniture and equipment for special activities; empties trash and waste cans; replaces burnt out lights; removes and tags broken furniture; reports any items needing repair; fills soap and paper dispensers;

Participates in thorough cleaning and restoration of school plant during summer vacation and other periods; washes, removes, and stacks furniture; washes walls and woodwork; washes blackboards; strips floors using power equipment; seals and waxes floors; paints exterior and interior walls.

#### Organizational Responsibilities

Custodial duties normally divide into two types: the daily cleaning of a set of assigned rooms or building areas, and the special or intensive cleaning duties required periodically during vacation periods. Cleaning station or special cleaning assignments are normally determined by the school principal and a lead worker, and Custodians are expected to complete these assignments responsibly, including obtaining supplies, operating all types of hand and power custodial equipment, facilitating schoolroom uses, and securing rooms in the prescribed manner. Most positions are assigned to work late afternoons and nights, but some positions at the secondary schools may be assigned to the day shift. Cleaning stations are normally inside buildings, but some outside cleaning, utility duties or light maintenance may be required.

#### ENTRANCE QUALIFICATIONS GUIDE

##### Training and Experience – Equivalent to:

Good work history demonstrating reliability, responsibility and good work habits. Some experience as a custodian or janitor is desirable.

##### Knowledge and Abilities

**Knowledge of:** safe working methods and procedures.

**Ability to:** understand and carry out simple oral and written instruction; learn supplies, equipment, and methods prescribed; work cooperatively with teachers and the public and get along well with supervisors, fellow workers, and students; perform strenuous physical work on schedule and without immediate supervision; climb and work from ladders; make simple arithmetic calculations.

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**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Medium Work:

Positions in this class perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Licenses and Other Requirements:

Valid California Driver's License

Other Conditions:

Incumbents may be required to work with harsh or abrasive substances.