

CUSTODIAN

Purpose Statement

The job of Custodian was established for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

This job is distinguished from similar jobs by the following characteristics: This is a skilled level Custodian classification. Incumbents in this class perform assignments under general supervision within a framework of standard policies and procedures. They exercise responsibility for the general cleanliness of assigned buildings and facilities. Incumbents in this position work day shift hours when school is not in session. (e.g. - holiday breaks and summer.).

This job reports to School Principal and Director of Maintenance/Facilities

Essential Functions

- Applies special finish to wood floors for the purpose of providing appropriate surface and preserving floors.
- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events.
- Assists in performing minor repairs to buildings and equipment for the purpose of ensuring that equipment is in proper working order and facilities are in good repair.
- Cleans assigned school facilities (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, cafeterias, libraries, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Evaluates situations for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, restroom supplies, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Performs minor repair to furniture, equipment, fixtures, etc. for the purpose of ensuring that items are available and in safe working condition.
- Prepares and paints various surfaces for the purpose of protecting District property and/or maintaining attractive facilities.
- Prepares written documentation (e.g. memos, work orders, requisitions, etc.) for the purpose of conveying information.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and minimizing loss and/or liability.
- Secures facilities and grounds (e.g. turn out lights, lock doors/window, set security alarms, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to organization.

Other Functions

- Attends in service training (e.g. blood born pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; and operating equipment used in industrial cleaning.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; meeting deadlines and schedules; and setting priorities; lift, carry, push, pull, guide up to 50 pounds individually or more than 50 pounds with assistance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

- Pre-employment Medical Examination
- Pre-employment Physical Capacities Test
- Pre-employment Proficiency Test

Certificates & Licenses

Assignment may require a Valid CA Driver's License

Continuing Educ. / Training

As Needed

Clearances

- Criminal Justice/Fingerprint Clearance
- TB Clearance

FLSA Status

Non Exempt

Approval Date

8/15/2002

Salary Grade

Classified 23