

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services  
665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

CUSTODIAN

Title:	Custodian	Reports To:	Operations Manager
Department:	Maintenance & Operations	Work Year:	260 Days per year
Classification:	Classified	Salary:	See Classified M&O/ Transportation Salary Schedule
Date Approved:	January 2007		

**DESCRIPTION OF POSITION:**

The Custodian, under the general direction of the assigned supervisor, cleans and maintains an assigned school facility, group of buildings, or office space in a clean, orderly and secure manner.

**REPRESENTATIVE DUTIES:**

- Sweep, mop, strip, wax and seal floors; vacuum rugs and carpets. E<sup>1</sup>
- Dust, wash, and polish furniture and woodwork. E
- Empty and clean waste receptacles, including trash barrels. E
- Clean restroom, locker room and shower. E
- Wash windows and walls, polish metal work and clean chalkboards. E
- Move and arrange furniture and equipment in preparing multipurpose rooms or classrooms for special events or meetings. E
- Clean window coverings, such as drapes and blinds.
- Pick up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities; sweep concrete surfaces adjacent to the school buildings. E
- Perform emergency cleanup services resulting from breakage, vandalism, spilling and illness. E
- Lock and unlock gates and doors, and set security systems. E
- Perform minor maintenance work as assigned. E
- Perform required safety inspections and documentation as directed. E
- Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

- Graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed below.

**LICENSE AND OTHER REQUIREMENTS:**

- Valid California Driver’s License.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Basic cleaning methods, procedures and techniques.
- Cleaning materials, supplies and equipment.
- Safe working methods and procedures.
- Efficiently and effectively use cleaning materials, supplies and equipment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

<sup>1</sup> Essential duties as required by the American Disabilities Act  
Custodian

- Perform simple and repetitive tasks.

**WORKING CONDITIONS:**

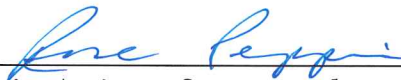
**ENVIRONMENT:** Indoor and outdoor environment; regular exposure to fumes, dust and odors.

**HAZARDS:** Contact with cleaning agents and chemicals.

**PHYSICAL REQUIREMENTS:** Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	4	Lift/carry 0-10 lbs	4
Twist	3	Lift/carry 11-25 lbs	4
Squat	3	Lift/carry 26-40 lbs	4
Kneel	2	Lift/carry 41-100 lbs	1
Climb	3	Stand	4
Reach above shoulder	3	Walk	4
Grip/Grasp	4	Sit	2
Extend/Flex Neck	3	Drive	1
Use Right Hand	4	Perform Repetitive Hand Motions	3
Use Left Hand	4	Keyboarding/Mouse Work	1
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The District is compliant with ADA requirements.



Rose Peppin, Assistant Superintendent of HRS

1-12-07

Date