

## CUSTODIAN I

### DEFINITION

Under the supervision of the site administration and/or Custodial Supervisor, and following a predetermined schedule, maintains an assigned school facility, group of buildings or office space in a clean, orderly and secure manner; performs other related duties as assigned and/or required.

### ESSENTIAL DUTIES

- sweeps, mops, strips, waxes and seals floors
- vacuums rugs and carpets
- dusts, washes and polishes furniture and woodwork
- empties and cleans waste receptacles, including trash barrels
- cleans restrooms, locker rooms and showers
- washes windows and walls, polishes metalwork and cleans chalkboards
- moves and arranges furniture and equipment in preparing multipurpose rooms or classrooms for special events or meetings
- replaces light bulbs and lighting tubes
- cleans window coverings, such as drapes and blinds
- sweeps concrete surfaces adjacent to the school buildings
- picks up paper and other debris from school grounds, walkways and adjacent areas
- performs emergency cleanup service resulting from breakage, vandalism, spills, illness and injury
- may raise and lower flags, lock and unlock gates and doors and set security systems
- assists in receiving and distributing supplies and equipment
- may perform minor maintenance tasks in keeping assigned areas safe and operational
- assists in reporting and preventing facility vandalism

### QUALIFICATIONS

**Knowledge of:** Basic cleaning methods, procedures and techniques; cleaning materials, supplies and equipment; safe working methods and procedures.

**Ability to:** Perform medium to heavy manual activities; efficiently and effectively use cleaning materials, supplies and equipment; understand and follow oral and written directions; establish and maintain cooperative working relationships with persons of varying ethnicity and culture.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will infrequently exert 50 to 75 pounds of force to lift, carry, push, pull or otherwise move objects
- will walk or stand for extended periods while sitting some of the time, will regularly ascend and descend ladders, stairs, scaffolding and ramps
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone/other communication devices
- must possess the manual dexterity to operate hand tools and to handle and work with various materials and objects
- may be occasionally exposed to hot, cold, wet, humid, or windy conditions caused by weather

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

**Experience:** The equivalent of six months of full-time, paid experience in custodial work is required.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.

**License Requirement:** Verification of a valid California Department of Motor Vehicle Operator's License is required.