

## **Custodian**

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### **Purpose Statement**

The job of Custodian is done 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.

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### **Essential Functions**

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Cleans assigned school facilities (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) 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 do to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Repairs furniture and equipment for the purpose of ensuring that items are available and in safe working condition.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to organization.

### **Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- 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.
- Delivers various items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple non-technical tasks with some need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance; adhering to safety practices; handling hazardous materials.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; interpret written procedures, write routine documents and speak clearly; and understand multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning; safety practices and procedures.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and coordinate a significant number of factors in the use of equipment. Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using various methods of operation. Ability is also required to work with a diversity of individuals and/or groups; work with data of similar types and/or purposes; and utilize a wide variety of job related equipment. In working with others, some problem solving is required to analyze issues, create plans of action and reach solutions; with data it is limited; and with equipment it is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team.

**Responsibility**

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of 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 requires the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 5% sitting, 70% walking and 25% standing. The job is performed under some temperature extremes, some hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.), and in varying atmospheric conditions.

**Experience** Job Related Experience is desired.

**Education** High School Diploma or Equivalent.

**Required Testing**

Pre-employment Proficiency Exam

**Continuing Educ. / Training**

As needed

**FLSA Status** Non Exempt

**Certificates & Licenses**

CPR/First Aid Certificate  
Valid CA Driver's License

CPI TRAINING

**Clearances**

Criminal Justice/Fingerprint Clearance

**Salary Grade** Blue 28