JOB TITLE: CUSTODIAN (Night & Midday)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform general cleaning and custodial functions in an assigned school site or facility. Employees in this classification receive indirect supervision from a school site administrator or his/her designee and within a well-defined framework of standard policies and procedures. Employees in this job class are normally assigned to night and midday shifts and exercise responsibility for the general cleanliness of assigned locations.

TYPICAL DUTIES

- Performs routine janitorial and custodial functions at assigned locations in the district
- Cleans classrooms, rest rooms, showers*, locker rooms*, shops*, cafeterias*, gymnasiums*, offices, and related facilities
- Sweeps, mops, scrubs, waxes, and polishes floors
- Vacuums rugs and carpets
- Dusts furniture** and empties trash from central receptacle
- Sets up buildings and rooms for meetings and special events upon request
- Cleans walls, furniture, windows, woodwork, and other equipment**
- Reports safety, sanitary, and/or fire hazards to appropriate authority
- May replace lights** (when assisted by other employee or custodian)
- Picks up papers or debris*; rakes, sweeps
- Operates cleaning equipment such as vacuums, floor cleaning and polishing machines, scrubbers, etc.
- Safeguards school property
- Locks and unlocks doors and gates to ensure security of buildings and related areas
- Observes and reports need for maintenance and/or safety repairs to Lead Custodian or Supervisor
- Responds to emergency cleanups such as spills and clogged drains and performs minor maintenance repairs as needed

MINIMUM QUALIFICATIONS

- Possession of a valid class C California Driver's License***
- Knowledge of the safe use and operation of equipment and chemicals used in janitorial and custodial work
CUSTODIAN (Night & Midday)
MINIMUM QUALIFICATIONS (cont'd)

- Skill to read at a level sufficient to successfully perform required duties
- Skill to understand and follow both oral and written instructions in an independent manner
- Skill to safely use and apply cleaning equipment and materials
- Ability to meet the physical requirements necessary to safely and effectively perform required duties
- Skill to maintain effective work relationships with those contacted in the performance of required duties

* Only midday custodians normally perform these duties.

** Duties are performed only during vacation and summer periods by custodians who have a two school assignment.

*** Requirement for D.O. night custodian.

July 1991