



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Custodian</b>
<b>REPORTS TO:</b>	Plant Manager
<b>CLASSIFICATION:</b>	Classified
<b>SALARY SCHEDULE:</b>	10.5
<b>WORK - YEAR / HOURS:</b>	12 months / 7.5 hours
<b>LOCATION:</b>	Various
<b>BOARD APPROVAL:</b>	11/5/1997

### DEFINITION

Under supervision, to perform a variety of custodial and janitorial duties in district buildings and facilities; and to perform related work as assigned.

### DISTINGUISHING CHARACTERISTICS

Custodian is a full working level of classification, competent to independently perform required cleaning and custodial tasks. Incumbents may be assigned responsibility for a specific building or area; and perform limited unskilled maintenance tasks. This class is distinguished from the next higher level of classification which has lead responsibility for a shift of custodians at a site.

### EXAMPLES OF DUTIES

- Locks, unlocks, and secures classrooms, buildings, and gates; sets and disarms security alarms; turns off lights;
- Dust mops or sweeps classrooms, offices, stairways, floors, restrooms, and other areas;
- Wet mops classrooms, stairways, hall floors, gym floors, offices, restrooms, kitchens, building entrances and other areas; spot mops, cleans up spills, and removes gum;
- Vacuums and shampoos carpeted surfaces;
- Cleans and disinfects restrooms and locker rooms and their components such as showers, toilets, urinals, washbasins, dispensers, stall walls, and trash containers;
- Empties wastebaskets, gathers filled bags, and drives trash to dumpsters using electric carts;

- Strips, waxes, buffs and polishes floor surfaces; participates in refinishing gym floor;
- Keeps restrooms supplied with toilet paper, hand towels, paper towels and soaps;
- Dusts classrooms, offices, baseboards, walls, window frames, glass display cases, pictures and frames, tables, bookshelves and other equipment;
- Mixes cleaning solutions, and maintains custodial supplies, washing mops and rags, changing vacuum belts and bags, etc.;
- Cleans windows and other glass;
- Moves and arranges furniture, and opens/closes bleachers for special events;
- Wipes and/or cleans chalkboards and whiteboards;
- Performs limited maintenance functions such as unclogging toilets, changing light bulbs, replacing dispensers, etc;
- May assign and oversee the work of student or court-ordered community service workers;

## QUALIFICATIONS

### Knowledge of:

- General custodial practices and procedures.
- Cleaning compounds and supplies.
- Proper use of janitorial equipment.
- Special equipment used for floor maintenance.
- Safe working practices and precautions for working with cleaning compounds and cleaning up bodily fluid spills.

### Skill in:

- Using cleaning products and chemicals for floor care and maintenance.
- Properly stripping, waxing and buffing floor surfaces.
- Selecting and using appropriate tools and equipment for various custodial duties.
- Reading and understanding labels on custodial products and chemicals.
- Applying cleaners and disinfectants appropriately.
- Using gloves and other protective equipment for personal safety.
- Working independently, and following oral and written instructions.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to completion of sufficient formal and/or informal education to ensure successful job performance.

## PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Working in exposure to cleaning solutions, disinfectants, chemicals, bacteria, and bodily fluids;
- Lifting, pushing and pulling equipment weighing up to 75 pounds (floor buffer);
- Manual dexterity to operate cleaning equipment and manipulate objects;
- Walking, standing, stooping, kneeling, reaching and climbing stairs;
- Working on ladders to clean windows;
- Speech and hearing to give and receive instructions and information;
- Working swing shift.