Sequoia Union High School District
Job Description

**JOB TITLE:** Custodian

**REPORTS TO:** Plant Manager

**CLASSIFICATION:** Classified

**SALARY SCHEDULE:** 10.5

**WORK - YEAR / HOURS:** 12 months / 7.5 hours

**LOCATION:** Various

**BOARD APPROVAL:** 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.
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.