

**WALNUT VALLEY UNIFIED SCHOOL DISTRICT**

JOB TITLE: CUSTODIAN I

**BASIC FUNCTION**

Under general supervision of a site administrator, School Operations Manager, the Director of Maintenance, Operations, Transportation and Facilities or designee, to maintain an assigned school facility, group of buildings, or office space in a clean, orderly, and secure manner following a predetermined schedule; to provide set-ups and support for special events or meetings; to respond to unexpected and emergency clean-ups; and to do other related work as required. Incumbents in this classification provide, in accordance with standards, clean and sanitary facilities for students, staff and the public, which directly supports learning.

**ESSENTIAL JOB FUNCTIONS**

- Sweeps, mops, strips, waxes, buffs, and seals floors
- Vacuums rugs and carpets
- Dusts, washes, polishes, and disinfects in accordance with standards, furniture, student desks, tables, chairs and facility woodwork
- Empties and cleans waste receptacles, including trash barrels, and transfers contents to site's dumpsters
- Cleans and sanitizes restrooms daily; may clean and disinfect locker rooms and showers when directed
- Custodian I assigned to kitchens, or to classrooms with kitchens, may clean food containers, utensils, grill vents and air vent surfaces
- Washes windows and walls, polishes metalwork and cleans writing surfaces
- Moves and arranges furniture and equipment in preparing and setting up multipurpose rooms or classrooms for scheduled and last-minute special events or meetings
- Replaces light bulbs and lighting tubes
- Cleans window coverings and blinds
- Picks up paper and other debris from school grounds, walk areas, flower beds, and the areas adjacent to the school facilities
- Sweeps concrete and asphalt surfaces adjacent to the school buildings
- Performs emergency cleanup service resulting from breakage, vandalism, spilling, and illness
- May raise and lower flags, lock and unlock gates and doors, and -arm/disarm security systems
- Assists in the program to inspect and update fire extinguishers
- Assists in receiving and distributing supplies and equipment
- May perform minor maintenance tasks (e.g., tighten hardware on furniture, wall-mounted electric face plates, adjust chair and table levelers, lubricate door hinges, plunge clogged toilets/sinks, rehang various lightweight, detachable or free-standing classroom teaching aids) in keeping assigned areas safe and operational
- May occasionally perform routine ground maintenance functions (e.g., picking up trash, sweeping and leaf blowing at sidewalks, doorways and exterior walls of buildings)
- Participates in setting up and cleaning the football stadium and setting up for annual graduation ceremonies for assignments at high schools
- Pressure washes lunch tables and exterior floors; clears areas with visible insects (e.g., spider cobwebs, ant trails, etc.)

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- Prepare and submit monthly safety report
- May responds to alarms to provide initial situation assessment, report problems, and request additional assistance and/or investigation to resolve issues (e.g. flooding, broken windows, fires, vandalism, etc.)
- Assists in reporting and preventing facility vandalism
- Performs other related duties as assigned

**JOB REQUIREMENTS – QUALIFICATIONS****Skills, Knowledge and/or Abilities Required:**Skill to:

- Use the tools, cleaning materials, equipment and safety gear commonly utilized in the cleaning and maintenance of classrooms, restrooms, multipurpose rooms, offices and similar spaces (e.g., goggles, gloves, breathing masks, brooms, mops, buckets, buffers, vacuum cleaners, carpet shampoos, gym floor cleaning machine, step-ladders, gas-powered leaf blower, window squeegee, screwdriver, power drill, pliers, scrapers, etc.)

Knowledge of:

- Basic cleaning methods, procedures, and techniques
- Cleaning materials, supplies, and equipment
- Safe working methods and procedures, including for blood-borne pathogens

Ability to:

- Learn the schedules, procedures and materials used in custodial work
- Perform medium to moderately heavy manual work activities
- Stand and walk during most of the work shift
- Efficiently and effectively use cleaning materials, supplies, equipment and safety gear
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Work courteously and tactfully with co-workers, public, pupils and parents and promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Work without close monitoring and meet deadlines
- Work alone days or nights for all or a portion of the scheduled shift
- Identify needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Handle skillfully difficult situations using good judgment
- Adhere to safe working practices, procedures and protocols, such as when working with hazardous materials such as cleaning chemicals, and in cleaning situations where blood-borne pathogens may be present (e.g., cuts, vomit, fecal matter)
- Work in both hot and cold weather conditions, indoors and outdoors
- Maintain high level of professionalism and positive customer service in keeping the needs of customers a top priority

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**PHYSICAL DEMANDS**

Persons performing service in this position classification will be expected to perform heavy work involves lifting no more than 100 pounds at a time occasionally and with frequent lifting or carrying of objects weighing up to 50 pounds. The work may involve ascending and descending ladders, stairs, ramps, and slopes, and will involve walking or standing for extended periods. If someone can do heavy work, it is deemed that he or she can also do medium, light, and sedentary work. (Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)

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

**EXPERIENCE AND EDUCATION REQUIREMENT**

Experience:

Six (6) months of experience involved with the care and cleaning of buildings and facilities.

Education:

Equivalent to the completion of High School.

**LICENSE AND/OR CERTIFICATE REQUIREMENT**

- Possession of a valid California Class C or higher Motor Vehicle Operator’s License is required of positions that are assigned to travel among sites.

**CONDITION OF EMPLOYMENT**

- Insurability by the District’s liability insurance carrier is required for positions that are assigned to travel among sites.