



CLASSIFIED
Job Class Description
 4270.2

Alpine Union School District

Equal Employment Opportunity

CUSTODIAN

DIVISION: School Site or District Facility

SALARY SCHEDULE: Classified
LEVEL: Range 16

REPORTS TO: Principal or Administrative
 Designee

DATES CURRENT JOB DESCRIPTION APPROVED:
 Board of Trustees effective: 10/17/2018

PURPOSE:

Under general direction of a School Site Principal, and in coordination with the Senior Custodian, as well as, the Supervisor Maintenance during summer when Principal is not on duty, serves as a night custodian at assigned site(s) performing routine cleaning and custodial services; periodically performs special cleaning and building maintenance; and performs related work as required. Incumbents in this classification provide students and staff with clean and sanitary facilities, and work toward creating a positive school environment, which directly support student learning.

Distinguishing Characteristics

The Custodian classification performs routine tasks in maintaining and cleaning school buildings and adjacent area, normally following a prescribed and recurring work schedule. This is an entry level classification in the custodial job family. A Custodian works in coordination with and follows the lead of a Senior Custodian.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Cleans assigned District and school facilities (e.g., sweeps, mops, scrubs, waxes and vacuums various floor coverings and polishes furniture and woodwork, etc.) to maintain a sanitary, safe and attractive environment and general upkeep of classrooms, facilities and school.
- Cleans and disinfects restrooms, replenishes supplies and fills dispensers Cleans windows, walls, sinks and fountains.

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- Moves, arranges and sets up furniture and equipment for sporting and special events and meetings.
- Inspects school facilities to ensure the site is safe, secure, and maintained in an attractive and clean condition; identifies necessary repairs due to vandalism, equipment breakage, weather conditions, etc. Opens and secures buildings, facilities and grounds (e.g., sets alarms locks doors, etc.) at end of work shift and follows emergency and lockdown procedures.
- Picks up trash and litter; empties and cleans trash and garbage receptacles.
- Performs emergency clean-up resulting from vandalism, breakage, spilling or illness.
- Stacks, stores and repairs furniture; maintains equipment and supplies.
- Evaluates situations in order to take immediate and/or appropriate action and to notify appropriate personnel for resolution. Replaces light bulbs and makes minor, non-technical maintenance repairs.
- Performs duties of the Senior Custodian in his/her absence.
- Observes and follows safety rules and regulations.
- Communicates through District email service and other electronic communications.
- Performs other duties related to the class as assigned.

QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

KNOWLEDGE OF:

- Modern cleaning methods and the use and care of cleaning material and equipment.
- Basic safety practices related to cleaning methods utilizing chemical products.
- Handling hazardous materials.
- Bloodborne Pathogens and universal precautions.
- Operating equipment used in industrial cleaning.
- Maintaining school buildings in a safe, clean and orderly condition.
- Basic arithmetic and work vocabulary.
- Pertinent codes, policies, regulations and/or laws.

ABILITY TO:

- Maintain work schedules in performing tasks.
- Work effectively without close supervision.
- Perform physical labor.
- Understand and carry out oral and written instructions.
- Adhere to safety practices and procedures.
- Establish and maintain effective working relationships with students, staff and the community.
- Communicate effectively, professionally and respectfully with a diversity of individuals and/or groups.
- Follow Department and District policies and procedures.

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EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:

Training and Experience:

Some previous custodial or janitorial work is desirable; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Education:

High School Diploma or Equivalent

Annual Training:

Bloodborne Pathogen training

Lockdown Procedures training

Licenses:

Possession of a valid California Driver's License and the ability to qualify for District vehicle insurance coverage.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodation.)

Good physical condition as determined by pre-employment inquiries and medical examination.

An acceptable degree of mechanical aptitude and willingness to learn new skills.

Significant standing, walking, lifting, carrying, pushing, and/or pulling

Some climbing and balancing

Frequent stooping, kneeling, crouching, and/or crawling

Some fine finger dexterity

Temperature variations and some exposure to risk of injury or illness