

## **SUNNYVALE SCHOOL DISTRICT**

**May 2019**

### **CLASS TITLE: CUSTODIAN I**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, may drive a vehicle to assigned school sites or District facility and perform routine custodial activities during afternoon and evening hours to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

#### **DISTINGUISHING CHARACTERISTICS:**

Custodian I incumbents may travel to various school sites or District facility and perform routine custodial activities during an evening shift. Custodian II incumbents perform custodial activities at an assigned school during a day shift and may serve in a lead capacity.

#### **ESSENTIAL DUTIES:**

May drive a District vehicle to assigned school sites or District facility and using assigned tools, supplies/chemicals and equipment perform routine custodial activities during afternoon and evening hours; sweep, scrub, blow, mop, wax, buff and polish floors; vacuum rugs and carpets in classrooms, offices, multi-purpose rooms and other work areas; spot clean and shampoo carpets.

Clean classrooms, cafeterias, lounges, offices and other facilities as assigned; empty waste receptacles; spot mop spills and remove gum, graffiti and debris.

Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; unclog drains and toilets as necessary.

Clean whiteboards, trays and erasers; empty pencil sharpeners; wash windows and walls.

Move, assemble and arrange furniture, supplies and equipment in preparing classrooms and multi-purpose rooms for special events or meetings.

Replace light bulbs and lighting tubes; dust and polish furniture and woodwork and make minor, non-technical repairs as needed.

Wash windows and walls including window coverings such as blinds as needed.

Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set site security system.

Report vandalism, safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority; maintain records of observed maintenance and repair needs and safety issues.

Operate cleaning equipment such as vacuums, buffer and polisher, scrubbers, and other cleaning equipment as assigned.

Train and provide work direction to new and substitute custodians as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Basic methods, materials, tools and equipment used in modern custodial work.

Proper methods of storing equipment, materials and supplies.

Proper lifting techniques.

**ABILITY TO:**

Perform custodial activities at an assigned school site or facility to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

Learn requirements of maintaining District buildings in a safe, clean and orderly condition.

Use cleaning materials, equipment and methods according to pre-determined standards.

Learn appropriate safety precautions and procedures.

Inspect and assure the security of facilities during assigned shift.

Maintain tools and equipment signed in clean working order.

Perform minor non-technical repairs.

Observe and report need for maintenance and repair.

Understand and follow verbal and written directions.

Meet schedules and time lines.

Communicate effectively with others.

Maintain routine records related to assigned activities.

Use a 2 way radio for school communications.

Work cooperatively with others.

Observe health and safety regulations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to perform the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor and outdoor environment.  
Seasonal heat and cold or adverse weather conditions.  
Regular exposure to fumes, dust and odors.  
Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

Heavy physical labor.  
Walking or standing for extended periods of time.  
Lifting, carrying, pushing, pulling, or moving heavy objects.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching.  
Climbing ladders or steps.  
Seeing to perform custodial work.  
Ability to lift up to 50 pounds.

**HAZARDS:**

Cleaning chemicals.  
Working around and with machinery with moving parts.  
Working at heights.  
Contact with blood and other body fluids.

**TERMS OF**

**EMPLOYMENT:** Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association.

**EVALUATION:** Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association.