

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Custodian

DEFINITION

Under general supervision, performs custodial services in keeping assigned areas clean, orderly, and secure; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate department administrator

SUPERVISION OVER

None; however, may provide technical direction to substitute custodians.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Sanitation

Vacuums, sweeps, mops, and spot cleans floors; empties trash from containers both inside and outside and changes trash liners; sanitizes restroom areas and disinfects toilets, urinals, sinks, and drinking fountains; cleans and polishes mirrors, chrome, and partitions in restroom areas; dusts and polishes furniture; removes cobwebs; cleans and/or disinfects tables, desks, blackboards, dry erase boards, countertops, woodwork, blinds, light fixtures, and vents in classrooms and work areas; spot cleans walls as needed; responds to emergency cleanups such as spills and clogged drains; performs routine cleaning of carpets and floors; washes windows on both the inside and outside; performs major indoor and/or outdoor cleaning of walls; performs major cleaning activities around site meetings and school schedules; moves equipment and furniture when performing above cleaning activities.

Safety/Security

Reports and removes any safety hazards; reads and interprets safety labels; understands and follows procedures to handle and store chemicals properly; maintains log of material safety data sheets (MSDS) for assigned site(s); may assist maintenance workers to complete minor electrical, plumbing, lighting, furniture, fence, gate, and other related repairs; identifies and reports the need for major repairs to an administrator; replaces light bulbs; reports and/or repairs damage done to school/site property; reports any unauthorized visitors; secures gates, doors, windows, and building areas to open and close building sites; turns off lights and sets alarm system prior to leaving the building; disarms alarm system when opening building site.

Site Support

Keeps grounds neat and clean at all times by sweeping walkways, sidewalks, and other areas; may sweep or blow debris from parking lots; removes trash from grounds areas; may maintain lawns and grounds by watering, weeding, pruning; mowing, and fertilizing; may assist maintenance workers in minor repair and painting jobs; replaces water bottles in dispensers; removes recycle materials; arranges tables, chairs, and equipment for meetings or events as needed; raises and lowers flag.

Supply/Inventory Control and Distribution

Requisitions custodial supplies and equipment in a timely manner to ensure adequate supplies and levels are available to perform custodial duties; organizes and stores equipment and supplies; rotates stock and maintains inventory of custodial items; prepares necessary paperwork to order items and maintains records related to inventory and supplies; refills all supplies and paper products in restrooms and lunch/break rooms; distributes requested supplies to staff.

MINIMUM QUALIFICATIONS

Education

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Training and Experience

Any combination of training and experience which demonstrates ability to perform the duties as described. A typical qualifying background would include prior experience and/or training in custodial work.

Knowledge of

Cleaning materials and methods and the proper use of chemicals and materials in cleaning; safety practices and sanitary procedures; proper lifting techniques; basic mathematical skills to understand ratios for mixing cleaning solutions; rules, regulations, and procedures to properly dispose of hazardous fluids, blood borne pathogens, and chemicals.

Skill and Ability to

Communicate effectively in both oral and written form; read, understand and follow instructions, schedules, and safety label directions; operate a variety of cleaning and maintenance equipment in a safe manner; perform minor repairs; work cooperatively and effectively with individuals and groups; work independently with minimal supervision; organize and prioritize tasks to meet cleaning schedules; perform the physical requirements of the position including climbing ladders, bending, kneeling, reaching, and standing for long periods of time; lift and carry boxes, tools, equipment and materials.

Revisions approved by Personnel Commission 5/12/09

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Approved 11/92