

Sacramento County Office of Education Job Description

Classification Title: Custodian

DEFINITION

Under general supervision, performs custodial services during an assigned shift to keep specified areas clean, orderly, and secure; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate 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, fixtures and partitions in restroom areas; dusts and polishes furniture; removes cobwebs; cleans and/or disinfects tables, desks, whiteboards, countertops, woodwork, blinds, light fixtures and vents in classrooms and work areas; spot cleans walls as needed; responds to emergency cleanups such as bodily fluids, 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 deep 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 Safety Data Sheets (SDS) for assigned site(s); safely set up and use ladders and stepstools; 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; assists with and performs minor pest management; assists maintenance workers in minor electrical, plumbing, lighting, furniture, fence, gate and other related repairs and painting jobs; replaces light bulbs; removes graffiti; identifies and reports the need for major repairs to an administrator; reports and/or repairs damage done to school/site property; 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, Training, and Experience

Sufficient formal and/or informal training necessary to read and write at a level consistent with the requirements of the position. Any combination of training and experience necessary to perform the duties as described. A preferred qualifying background would include prior experience and/or training in custodial work.

Knowledge of

Cleaning products, materials, and methods of their proper use; 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, bloodborne 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; effectively use a variety of cleaning materials, supplies, and maintenance equipment in a safe manner; perform minor repairs; work cooperatively and effectively with individuals and teams; work independently with minimal supervision; organize and prioritize tasks to meet cleaning schedules; perform the physical requirements of the position including carrying and climbing ladders, bending, kneeling, reaching and standing for long periods of time; lift and carry boxes, water bottles, tools, equipment, and materials.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments.

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