

# Sacramento County Office of Education Job Description

## Classification Title: Custodian

### **DEFINITION**

Under general supervision, performs custodial services during 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 and stainless steel appliances/fixtures; 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; dusts and cleans blinds; 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; waxes floors; identifies and reports the need for major repairs to administrator; reports and/or repairs damage done to school/site property; replaces water jugs in dispensers; removes and appropriately disposes of 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 typical qualifying background would include prior experience and/or training in custodial work.

### **Knowledge of**

Standard cleaning products, materials, equipment, 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 with individuals from diverse backgrounds; read, understand, and follow instructions, schedules, and safety label directions; effectively and safely use a variety of cleaning materials, supplies, and maintenance equipment; 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 position including carrying and climbing ladders, bending, kneeling, reaching and standing for long periods of time; lift and carry boxes, water jugs, 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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