



### **Classification Summary**

Perform a variety of standardized custodial work in the upkeep of District-owned buildings and facilities. Perform other related work as required.

### **Supervisory Relationships**

Receives technical instructions and supervision from a leadperson. Supervision is provided by a Building Administrator or site-based administrator.

### **Distinguishing Characteristics**

1. Positions in this classification perform general custodial work. Work is routine and performed under standing instructions and practices. Work involves the use of mechanical equipment for such tasks as stripping, waxing and washing floors.
2. This classification is delineated from the Custodial Technician classification in that it does not normally relieve the Custodial/ Maintenance Coordinator (head custodian) during absences.

### **Examples of Duties**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions of this classification.)

1. Sweep floors, vacuum rugs and carpets, empty wastebaskets, remove trash, and clean chalkboards.
2. Mop and sanitize buildings including rest rooms, locker rooms, kitchen, and hallways. Fill paper and soap dispensers.
3. Dispose of trash and other debris from hallways, classrooms, and rest rooms.
4. Maintain gym floors and other special floorings.
5. Coordinate scheduled night time activities. Maintain security by locking building at appropriate times.
6. Strip, wax and buff floors and hallways.
7. Maintains regular and prompt attendance.
8. Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

1. Ability to understand and follow written and oral instructions and perform the required work independent of direct supervision.
2. Ability to learn about various cleaning chemicals, solvents, and equipment used in custodial work.
3. Some mechanical abilities to troubleshoot and perform non-complex repairs to power tools and equipment.
4. Good physical condition to perform lifting (25 - 75 pounds), floor buffing, and other manual labor tasks.
5. Ability to apply safe work practices in the performance of work.
6. Ability to communicate effectively and work harmoniously with students, staff, administrators, and others.
7. Adaptability and flexibility to perform work with changing priorities and interruptions.

### **Minimum Qualifications for Class Entry**

Sufficient education to read and follow simple verbal and written instructions. No custodial work experience is required.

### **Work Environment**

Work requires lifting of trash in large containers, custodial equipment, and other materials and supplies which usually weigh between 25 to 75 pounds. Work requires prolonged standing, walking, and overhead work. There is considerable outdoor work in various types of weather conditions.