



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Custodian I

Established date: 7/1/2015

Revision date: 11/17/2015

GENERAL PURPOSE

Under general supervision, performs general custodial duties related to the maintenance and cleaning of assigned District cafeterias, restrooms, classrooms, buildings and facilities on a day shift; performs minor maintenance and repair to furniture, fixtures and facilities; secures schools, buildings and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Custodian I performs a wide variety of cleaning and light maintenance tasks. Work is performed with established schedules, procedures and standards.

Custodian I reports directly to a School Principal and is distinguished from Custodian II in that the incumbent in the latter class has additional responsibilities and is assigned to the night shift. It is further distinguished from Lead Custodian in that an incumbent in the latter class performs lead-level duties and has additional storekeeping responsibilities for supplies and materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The duties listed below are intended only as illustrations of the various types of work that may be performed.
2. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.
3. Sweeps, mops, scrubs, waxes and polishes floors; vacuums and shampoos carpets.
4. Dusts and polishes furniture, woodwork and metalwork.
5. Washes doors, windows, walls, ceilings and furniture.
6. Cleans and sanitizes restrooms and water fountains; restocks restrooms; changes waterless urinal cartridges.
7. Assists in the preparation of classrooms, rooms and facilities for special events, meetings and regular classroom usage; moves and arranges desks, tables, chairs, office furniture and equipment.
8. Makes minor repairs to furniture, metalwork and woodwork as necessary.
9. Opens/unlocks buildings and turns off alarms; closes and locks doors and windows.
10. Cleans, sweeps and maintains safety of parking lots, sidewalks, play areas and table areas; cleans litter from surrounding grounds.
11. Gathers and disposes of rubbish, paper, leaves and debris; empties wastebaskets, garbage cans and other refuse containers.
12. Reports vandalism and the need for maintenance and repairs; may input work requests.
13. Follows label instructions to mix and dilute cleansers, disinfectants and cleaning agents to ensure proper strength for use.
14. Operates and maintains cleaning tools and equipment.
15. Picks up supplies and equipment needed for work and delivers to District sites.
16. Makes oral and written reports for work performed; completes and submits work orders and time sheets on a timely basis; attends meetings; participates in safety training.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Proper cleaning methods.
2. The operation and maintenance of a variety of hand and power janitorial tools and equipment.
3. Safe work methods and safety practices related to custodial work.
4. Proper mixing and diluting of cleansers, disinfectants and cleaning agents.
5. Basic English.
6. Basic computer operations.

Ability to:

1. Complete custodial assignments independently without immediate supervision.
2. Operate and maintain tools/equipment used in custodial work.
3. Perform minor maintenance repairs as assigned.
4. Prepare and maintain basic records accurately.
5. Operate a computer related to area of assignment.
6. Communicate effectively, both orally and in writing.
7. Understand and follow written and oral instructions.
8. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from high school or GED equivalent and one year of work experience; or an equivalent combination of training and experience. Experience in a school district is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

CPR and First Aid certificate required. Renewal of this certificate will be required every two years at the expense of HBCSD.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 60 pounds unaided or 100 pounds with assistance. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; analyze and solve problems; use basic math and mathematical reasoning; work under

deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office and field environment where the noise level is usually moderate. The employee regularly works in outdoor weather conditions; extreme heat or cold; wet, humid conditions; on ladders/scaffolding or in high, precarious places; on uneven or slippery surfaces; near moving mechanical parts and moving equipment. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; and biological hazards. The employee is frequently exposed to loud or prolonged noise from equipment.

FLSA Designation:	Non-Exempt
EEO Category:	Service - Maintenance
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing