

## **NOVATO UNIFIED SCHOOL DISTRICT**

**TITLE: CUSTODIAN I**

**SALARY: RANGE 22 – CLASSIFIED SALARY SCHEDULE**

### **BASIC FUNCTION:**

Under the direction of the Custodial Supervisor or site administrator, maintain an attractive, sanitary, and safe facility for students, staff, and public during an assigned night shift; provide equipment and furniture arrangements for meetings, classroom activities, and events; minimize property damage, loss, and liability exposure.

### **DISTINGUISHING CHARACTERISTICS:**

The Custodian I performs standard cleaning and custodial support operations at an assigned site or sites during an assigned night shift.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform standard cleaning operations at assigned site or sites as required; clean classrooms, offices, gyms, restrooms, multipurpose rooms, pool, stage, grounds and other areas; maintain a sanitary, safe and attractive environment; sweep, scrub and mop floors; vacuum rugs and carpets in classrooms, offices and other work areas; strip, wax and refinish floors; shampoo and spot clean carpets.

Clean, scrub and disinfect student and staff restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains.

Dust and polish furniture, light fixtures and woodwork; clean boards, trays and erasers; empty and clean waste receptacles and pencil sharpeners; clean and adjust shades or blinds.

Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes, unplugging toilets and sinks and changing fuses; perform minor touch-up painting as assigned; identify and report maintenance problems.

Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; water shrubs as assigned by the position.

Arrange furnishings and equipment as required; provide adequate preparations for meetings, classroom activities, athletic events, and special and contracted events.

Operate and maintain a variety of custodial equipment including a blower, vacuum cleaner and small power and hand tools; replace belts and bags on vacuum cleaners as necessary.

Maintain supplies and equipment including cleaning solutions, paper products, vacuums, mops and other items; ensure the availability of items required to properly maintain facilities.

Respond to immediate safety and operational concerns including facility damage, alarms and other issues; take appropriate action to resolve immediate safety issues in accordance with established health and safety guidelines; maintain a functioning educational environment.

Secure assigned site or sites and grounds to minimize property damage, equipment loss and potential liability to organization; check and lock doors and windows; turns off lights.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- ▶ Basic methods, materials, tools, and equipment used in custodial work.
- ▶ Modern methods of cleaning and preserving floors, walls, and fixtures.
- ▶ Proper methods of storing equipment, materials, and supplies.
- ▶ Proper operation and maintenance of custodial equipment and power and hand tools.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.

**ABILITY TO:**

- ▶ Perform routine custodial activities at an assigned school site or facility to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
- ▶ Learn requirements of maintaining buildings in a safe, clean and orderly condition.
- ▶ Learn and observe appropriate health and safety precautions and procedures.
- ▶ Learn proper lifting techniques.
- ▶ Use various cleaning materials and methods.
- ▶ Inspect and ensure the security of facilities during assigned shift.
- ▶ Operate assigned custodial equipment.
- ▶ Maintain tools and equipment in clean working order.
- ▶ Perform minor non-technical repairs.
- ▶ Observe and report need for maintenance and repair.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Understand and follow oral and written directions.
- ▶ Communicate effectively both orally and in writing.
- ▶ Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and sufficient education and experience to demonstrate the knowledge and abilities listed above.

**OTHER REQUIREMENTS:**

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- ▶ Indoor and outdoor work environment.
- ▶ Subject to fumes, dust and odors.

**PHYSICAL DEMANDS:**

- ▶ Dexterity of hands and fingers to operate a variety of tools and equipment.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Seeing to read a variety of materials and perform custodial duties.
- ▶ Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- ▶ Reaching overhead, above the shoulders and horizontally.
- ▶ Bending, crouching, kneeling and stooping.
- ▶ Walking or standing for extended periods of time.
- ▶ Climbing ladders and working at heights.

**POTENTIAL HAZARDS:**

- ▶ Exposure to cleaning agents and chemicals.
- ▶ Potential exposure to/direct contact with bodily fluids/bloodborne pathogens.
- ▶ Working at heights.