

**RIVER DELTA UNIFIED SCHOOL DISTRICT
CUSTODIAN I**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a wide variety of custodial functions, and to perform minor building maintenance functions as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Custodian series. Positions in this class perform the more routine functions assigned to the class, including daily cleaning, disinfecting and minor maintenance in an assigned school site. This class is distinguished from the Custodian II in that the latter have lead responsibilities for lower-level custodial staff on the elementary school sites.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Head Custodian.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Remove trash; empty and clean trash receptables.
2. Sweep and scrub floors; prepare, seal, finish and buff tile floors; prepare and apply protective coating on gym floors.
3. Vacuum, spot clean, and shampoo carpeted areas.
4. Dust and clean furniture.
5. Clean interior and exterior windows and glass doors,
6. Clean and disinfect bathroom areas; refill soaps, toilet paper and towel dispensers.
7. Safety check playground equipment; make minor repairs.
8. Set up the gym; set up equipment; ensure that gym is properly secured.
9. Organize supply room; replenish supplies and materials; maintain equipment and supplies.
10. Identify maintenance problems, review with assigned behavior.
11. Perform minor building maintenance activities including replacing light bulbs, unclogging toilets, and painting.
12. Move and arrange furniture and equipment for meetings and special events.
13. Make sure school/site buildings are locked and secured at appropriate times, set alarms.

Marginal Functions:

1. Perform minor grounds maintenance functions, including repairs; when needed for safety or emergency reasons.
2. May respond to alarms.
3. May pick-up supplies and transport them to appropriate sites.

QUALIFICATIONS

Knowledge of:

Basic custodial techniques.

Cleaning materials, disinfectant and equipment used in custodial work.

Safe work practices.

Common hand and power tools.

Ability to:

Learn to operate powered and non-powered janitorial equipment.

Interpret written instructions and warning labels on cleaning chemicals.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for successful job performance.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six months of paid custodial experience is desired.

Training:

Formal or informal education or training which ensure the ability to read and write at a level necessary for successful job performance.

Licenses or Certificate:

Possession of, or ability to obtain, an appropriate valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

School and field environment; exposure to dust, solvents and chemicals

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for moderate to heavy lifting; walking or standing for prolonged periods of time; bending, stooping, kneeling, crawling, operating motorized equipment and vehicles.