

## San Rafael City Schools

## Position Description

<b>Position:</b> Custodian	Work Calendar: 247 Work Days
Department/Site: Elementary/Middle/High School	Non-exempt
Reports to/Evaluated by: Custodial Supervisor – M & O	Salary Grade: 109

### **Summary**

Performs a variety of work in connection with the custodial, grounds cleanup, and light maintenance at a school campus, classroom, multi-use, office, or related facilities.

### **Distinguishing Career Features**

The Custodian is part of a Custodial career path and is capable of being assigned to various work schedules and school sites. This level typically requires one year as the equivalent of a substitute and/or custodial-associate role and the demonstrated ability to work independently adjusting work assignments to blend with school schedules, document MSD sheets, operate all equipment used in work including floors and projects, perform light maintenance, and be diligent about facility safety and security. Advancement potential exists to Senior Custodian which based on need and where the incumbent can be recognized as a team leader, designated rover, or specialist for coordinating and performing projects such as major cleaning, or other specialized assignments. Senior Custodians also require the ability to work varying schedules and sites.

### **Essential Duties and Responsibilities**

- Performs regularly scheduled cleaning of classroom, laboratory, public entries and office areas including, but not limited to furniture, fixtures, and boards. Regularly cleans and disinfects drinking fountains, door handles, push plates, and related fixtures.
- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Replenishes soap and towel dispensers.
- Sweeps and mops hard floors and baseboards, spot cleaning as necessary and wet mopping on a regularly scheduled basis. Vacuums and spot-cleans carpeted areas.
- Maintains safe and clean walkway and grounds surrounding the assigned area. Picks up litter. Empties and cleans outdoor trash.
- Provides a security presence by observing and reporting unusual activity, identifying surfaces and fixtures of potential injury risk, and other matters impacting a safe environment. Secures internal and external entry and exit doors, ensuring that windows and lights are locked and off.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements. Participates with others to assemble furniture, removing from and properly disposing of packaging materials.

- Sets up and takes down seating and equipment for various events, including theater and gymnasium use. Sets up special equipment such as barriers, benches, bleachers, floor mats, and other equipment.
- Participates in major cleaning projects that include, but are not limited to, carpet cleaning and floor stripping and refinishing.
- Communicates the need for work order requests for maintenance services to the Head Custodian or other designated resource. Documents work activities and unanticipated occurrences.
- May perform routine minor servicing and maintenance to fixtures such as, but not limited to urgent minor plumbing adjustments, oiling of door hinges and wall panel glide tracks, tightening of loose fixtures, repair of electrical cords, repair or replacement of dispensers, and minor carpet repairs.
- Maintains a safe working environment in the assigned area(s), notifying the appropriate resources of safety hazards observed and/or takes action to mitigate or eliminate potential hazardous conditions.
- Sees to it that secondary containers for cleaning and other products are properly labeled. Follows Material Safety Data Sheet (MSDS) instructions for handling and disposal of custodial products.
- May provide basic orientation on work methods and sequences, equipment operation, and time saving techniques to new custodians.
- Communicates the need for supplies and replacement components as needed.
- Performs other duties as assigned that support the objectives of the position

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires working knowledge of the methods, materials, tools, and equipment used in custodial care, servicing of fixtures, and routine facilities maintenance. Requires working knowledge of the layout and infrastructure of buildings and grounds of the assigned site. Requires basic knowledge of daily school schedules and routines. Requires working knowledge of work hazards and safe work techniques, including lifting procedures. Requires basic knowledge of chemical reactions and proper safety precautions for use. Requires basic knowledge of fixture, repairs. Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Requires sufficient human relations skill to work with other Custodians and exercise courtesy when dealing with others.

### **▪ Abilities**

Requires the ability to perform all essential duties of the position with limited supervision. Must be able to observe all safety precautions and procedures. Requires the ability to operate and maintain tools and equipment in a working condition. Requires the ability to perform routine maintenance tasks and to be able to determine when to refer more complex maintenance requirements to a supervisor. Requires the ability to follow oral and written directions and to work independently and collaboratively. Requires the ability to apply District policies and procedures. Requires the ability to respond to emergencies. May be

required to work various work shifts to support special projects and events. Requires the ability to obtain district-sponsored hazardous materials awareness training. May require the ability to obtain a First Aid and CPR card within a reasonable time.

▪ **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe work in progress. Requires sufficient hearing and speech for ordinary, telephonic, and 2-way radio communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waist and floor levels, max. 25 lbs.), carry (max. 50 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment. Requires the ability to stand, push and pull, and walk for extended periods of time.

▪ **Education and Experience**

The position requires a High School diploma or GED, and one year of prior custodial or general maintenance experience.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed mostly indoors where significant health and safety considerations exist from physical labor and working with cleaning equipment.

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**CSEA Approved: June 8, 2022**

**Board Approved:**