

Sonoma County Office of Education – Job Description

Classified

CUSTODIAN

Definition:

To perform general cleaning and custodial functions in an assigned school site or facility and to perform related duties as assigned.

Distinguishing Characteristics:

Employees in this job class exercise responsibility for the general cleanliness of assigned areas within the County Office of Education. This position is the journey level in the custodial series. The Custodian class is distinguished from the Lead Custodian in that the Custodian class takes direction from the Lead Custodian.

Supervision Exercised and Received:

Employees in this class receive general supervision from the Director, Operations or designee, or Site Administrator or designee within a framework of standard policies and procedures.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Performs general janitorial and custodial functions at assigned site locations.
- Cleans classrooms, restrooms, lunch rooms, offices and related facilities.
- Sweeps, mops, strips, scrubs, waxes and polishes concrete, vinyl tile and wood floors.
- Vacuums and shampoos rugs and carpets.
- Dusts furniture; empties and cleans trash receptacles.
- Cleans walls, furniture, windows, woodwork, chalkboards, lockers and other equipment.
- Cleans door and window glass and drinking fountains.
- Picks up paper and debris; rakes, sweeps and waters grounds and cleans walkways and entrances.
- Washes, scrubs and disinfects restrooms.
- Locks and unlocks doors and gates to ensure security of buildings, offices and related areas.
- Operates cleaning equipment such as vacuum, floor stripper, floor cleaning and polishing machines, etc.
- Replaces light bulbs and makes minor repairs or adjustments as needed.
- Assists in the set up and arrangement of furniture and facilities for meetings and other special events upon request to include arranging chairs, desks, equipment, etc.
- Responds to emergency cleanups, such as spills.
- Mows, rakes, weeds and performs similar grounds work occasionally.
- Reports safety, sanitary and/or fire hazards to appropriate authority.
- Drives to assigned areas and may make deliveries.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Modern cleaning methods, materials, tools and equipment.
- Safe use and operation of equipment and chemicals used in janitorial and custodial work.
- Safe work practices, including Bloodborne Pathogens protocols.

Ability to:

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources.
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files.
- Read and understand English at a level required to safely perform job duties.
- Maintain an orderly work environment and perform tasks in prescribed and safe manner.
- Establish and maintain cooperative working relationships with those contacted during performance of job duties.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Understand and apply principles, techniques and procedures required for effective job performance.
- Safely use cleaning agents, materials and equipment with skill and efficiency.
- Perform minor maintenance and repair work on building, fixtures and equipment.
- Understand and follow both oral and written instructions; communicate effectively in both oral and written forms.
- Meet the physical requirements necessary to safely and effectively perform assigned duties.

Education and Experience:

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

Education:

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

Experience:

- Generally, the required knowledge and ability, which has been acquired during some demonstrated custodial experience.

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Note -Terms used in this section are defined as follows: Rarely: 1 to 10%; Occasionally: 11 to 33%; Frequently: 34 to 66%; and Continuously: 67 to 100% of the workday.

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| • Sitting: | Occasionally |
| • Standing/Walking: | Continuously |
| • Waist Bending: | Frequently |
| • Neck Bending: | Frequently |

- Squatting: Rarely
- Climbing: Rarely
- Kneeling: Rarely
- Crawling: Rarely
- Neck Twisting: Continuously
- Waist Twisting: Continuously
- Pushing/Pulling: Continuously – up to 60 to 75 lbs. at a time
- Reaching:
 - Above Shoulder: Occasionally
 - Below Shoulder: Continuously
- Lifting/Carrying:
 - 0-10 lbs: Frequently – weights moved up to 100 yards at a time
 - 11-25 lbs: Occasionally – weights moved 20 to 30 feet at a time
 - 26-50 lbs: Occasionally - weights moved 20 to 30 feet at a time
 - 51-75 lbs: Occasionally – often *with assistance* - weights moved several feet at a time
- Hand Activities:
 - Repetitive Hand Use: Frequently to Continuously
 - Simple Grasping: Frequently
 - Power Grasping: Occasionally to Frequently
 - Fine Manipulation: Rarely
 - Hand and Arm Twisting/Turning: Frequently
 - Computer Operation/Writing: Rarely, depending on assignment
- Must have sufficient mobility to stoop, reach, climb, kneel, and move about to perform job duties.
- Must be able to communicate with staff, students, and parents quickly, accurately, and effectively in routine conversational situations to be aware of safety, cleanliness, and maintenance issues around the school.
- Must be able to express self clearly and effectively with staff about safety and health issues in the midst of a busy and often noisy environment.
- Must be able to detect visual and non-visual warning signs of equipment malfunction and other possibly hazardous conditions in the work environment.
- Must be able to discern spontaneous warnings and other communications from staff and supervisors in emergency situations.
- Must be able to exchange information about tasks and duties effectively and accurately with supervisors and staff.
- Work is performed in an office environment with minimal exposure to health and safety considerations.

Work Environment:

- Exposure to fumes from cleaning solutions, floor strippers, and waxes; dust, dirt, and moisture; temperature variations and weather conditions when outdoors; occasional work at heights; and biohazards when cleaning restrooms and cleaning up bodily fluids.
- May be required to wear a respirator.
- May use a golf cart for traveling on school grounds.
- Walking on uneven ground when outdoors.

Other Requirements:

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: July 1, 2014
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission