

**San Diego County Office of Education
Personnel Commission**

CLASS TITLE: CUSTODIAN (Grade 38)

DEFINITION:

Under general supervision, maintains assigned buildings and adjacent grounds areas in a clean, orderly, and safe condition.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Sweeps, scrubs, shampoos, and vacuums carpets and floors.

Dusts and polishes furniture and woodwork.

Strips and waxes floors.

Empties and cleans waste receptacles.

Washes windows and walls.

Polishes metal work.

Maintains equipment and material used in work.

Mixes and uses cleaning chemicals according to directions and appropriate safety standards.

Cleans restrooms, toilets, washbowls, urinals, and sinks.

Cleans up bodily fluids.

Keeps records of work performed and chemicals used.

Guards an assigned area against trespass, fire or malfunction of mechanical equipment.

Does room and stage set-ups.

Makes minor repairs and reports needed repairs.

Assists in moving and arranging furniture.

Acts as part of emergency response team in case of electrical, water or gas emergency.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

A valid California Class C driver's license is required as travel from SDCOE to various locations throughout the county may be required in order to perform assigned tasks.

EDUCATION AND EXPERIENCE:

A combination of education, training and experience which clearly demonstrates possession of the knowledge and abilities detailed above. A typical qualifying background would include six (6) months of experience performing general custodial work, OR completion of formal custodial training.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Cleaning procedures and techniques

Safety requirements related to custodial work

ABILITY TO:

Follow oral and written instructions

Operate required machinery including vacuum, shampooer/carpet cleaner, speed buffer, water extractor, and carpet drier

Establish and maintain effective working relationships

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

WORKING CONDITIONS:

Office, classroom or outdoor setting. Exposure to chemicals used in the course of cleaning is a regular part of this assignment. Positions in this classification may work the night shift.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; stand for extended periods of time; possess dexterity of hands and fingers to operate necessary equipment; kneel, reach overhead, above the shoulders and horizontally, to retrieve and store supplies and use cleaning materials; stoop, squat, twist, bend at the waist, climb; move, push and/or lift heavy objects up to 50 LBS; climb ladders up to 20 ft. in height; tolerate exposure to chemicals.

Established	Approved by Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
April, 1998		4/98; 4/99; 11/03; 07/09; 12/14	Non-exempt		38