

San Diego County Office of Education
Personnel Commission

CUSTODIAN-OUTDOOR EDUCATION

Definition: Under general supervision, maintains assigned school buildings and adjacent grounds areas in a clean, orderly, and safe condition; acts as site security and hosts weekend and summer clients.

Typical Tasks: May perform any combination of the following:

- 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.
- Cleans restrooms, toilets, washbowls, urinals, and sinks.
- Cleans up bodily fluids.
- Cleans drains and removes obstructions in water and sewer systems.
- Waters, mows and weeds designated areas.
- Cleans, vacuums and sweeps swimming pool.
- Checks water and chemical level of pools and adjusts accordingly.
- Keeps records of work performed and chemicals used.
- Guards an assigned area against trespass, fire or malfunction of mechanical equipment.
- Makes minor repairs and reports needed repairs.
- Assists in moving and arranging furniture.
- Receives materials from vendors.
- Checks circuits.
- Fuels camp vehicles and emergency generator.
- Performs safety site inspections.
- Acts as part of emergency response team in case of electrical, water or gas emergency.
- Acts as host to visiting weekend and summer groups by reviewing safety/emergency procedures, cleanup procedures and contract provisions with group representative(s).
- Assists visitors in locating rooms, trails and supplies.
- Performs related duties as assigned.

Minimum
Qualifications:

Knowledge of cleaning procedures and techniques, and safety requirements related to custodial work.
Ability to follow oral and written instructions; establish and maintain cooperative and effective working relationships with coworkers and guests.

Working Conditions
And Physical Abilities:

Office, classroom or outdoor setting. Exposure to chemicals used in the course of cleaning is a regular part of this assignment.

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 files and supplies and use cleaning materials; stoop, bend at the waist, climb; move, push and/or lift heavy objects.

Experience and
Education:

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.

Established 5/02

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Approved by the Personnel Commission: _____