

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Custodian	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0610	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Range 34 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	06-58
		BOARD REVISION:	09-21-70
		HR REVISION:	04-26-12

BASIC FUNCTION:

Perform routine custodial duties; clean and maintain an assigned school facility, group of buildings, after-school programs, or office space in a clean, orderly, and secure manner.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Sweep, mop, strip, wax, and seal floors; vacuum rugs and carpets; remove spots from carpet; change all types of light bulbs. **E**

Dust, wash, and polish furniture and woodwork. **E**

Empty and clean waste receptacles, including trash barrels. **E**

Wash windows and walls, polish metal work, and/or clean white boards. **E**

Clean and sanitize restrooms, locker rooms and showers; clean sinks, mirrors, and other bathroom fixtures; restock paper supplies and soap as necessary. **E**

Move and arrange furniture and equipment in preparing multipurpose rooms or classrooms for special events or meetings; lift and carry heavy objects. **E**

Clean window coverings, such as drapes and blinds. **E**

Pick up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities; sweep or use blower to clean concrete surfaces adjacent to school buildings. **E**

Perform emergency cleanup service resulting from breakage, vandalism, spilling, illness, and bodily fluids. **E**

Assure security of facilities during assigned hours; lock and unlock gates, doors, and windows; monitor, identify, and report maintenance, vandalism, safety, and fire hazards or issues to appropriate personnel on a daily basis; secure building, and set security system; safeguard keys; take down flags. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform minor maintenance work. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and one year of general experience.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California Class C driver's license, and provide proof of insurance; employee entrance evaluation (lifting test).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic cleaning methods, procedures, and techniques.
- Cleaning materials, supplies, and equipment.
- Safe working methods and procedures.
- Basic English skills.
- Alarm and security systems.
- Material Safety Data Sheet (MSDS) requisition.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Efficiently and effectively use cleaning materials, supplies, and equipment.
- Understand English, and follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Set alarm and security systems.
- Observe and report need for maintenance, repair, and safety issues.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Lift and carry heavy objects according to safety regulations.
- Perform simple and repetitive tasks.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor and outdoor environment; regular exposure to fumes, dust, and odors; exposure to adverse weather conditions.

SAMPLE PHYSICAL ABILITIES:

Lift, carry, push, pull, and move heavy furniture and equipment; climb stairs and ramps; walk or stand for extended periods of time; dexterity of hands and fingers to operate equipment; bend at the waist; reach overhead, and horizontally; hear and speak to exchange information; see to perform work.

SAMPLE HAZARDS:

Contact with cleaning agents and chemicals; exposure to bodily fluids; working around and with electric and mechanical equipment with moving parts.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date