

# ELK GROVE UNIFIED SCHOOL DISTRICT

## CLASS TITLE: CUSTODIAN I

### BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine custodial duties at various District sites during an assigned shift to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

### DISTINGUISHING CHARACTERISTICS:

The Custodian I classification is the entry-level class in the Custodian series. Incumbents perform routine custodial duties at various District sites during an assigned shift and under the direction of a Lead Custodian or Site Supervisor. Incumbents in the Custodian II classification typically perform custodial duties during varying shifts at smaller District sites and work independently without a Lead Custodian or Site Supervisor present. Some incumbents in the Custodian II classification may be required to possess knowledge of swimming pool maintenance methods and related chemicals.

### ESSENTIAL FUNCTIONS:

Perform routine custodial duties at various District sites during an assigned shift to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

Clean classrooms, offices, cafeterias and other facilities of an assigned site; sweep, scrub and mop floors; vacuum rugs and carpets in classrooms, offices and other work areas; strip, wax and refinish floors; shampoo and spot clean carpets.

Dust and polish furniture, light fixtures and woodwork; clean chalkboards, trays and erasers; empty and clean waste receptacles and pencil sharpeners; clean and adjust shades or blinds.

Clean, scrub and disinfect student and staff restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains.

Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; water lawns and shrubs as assigned by the position.

Move and arrange furniture and equipment; set up facilities for special events and meetings; respond to the custodial needs of District staff as assigned; drive a vehicle to pick up supplies as assigned.

Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes, unplugging toilets and sinks and changing fuses; perform minor touch-up painting as assigned; identify and report

maintenance problems.

Operate and maintain a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner and small power and hand tools; replace belts and bags on vacuum cleaners as necessary.

Assure security of facilities during assigned hours; lock gates, doors and windows; monitor facilities for vandalism and safety and fire hazards and report to appropriate personnel; respond to emergency calls during and after hours as assigned.

Participate in thorough cleaning and restoration of school plant or District facilities as assigned.

Inspect fire extinguishers in accordance with established procedures.

Attend custodial staff meetings as directed.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic methods, materials, tools and equipment used in custodial work.

Methods of cleaning and preserving floors, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Operation and maintenance of custodial equipment and power and hand tools.

Proper lifting techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform routine custodial activities at an assigned school sites or facilities to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

Learn requirements of maintaining District buildings in a safe, clean and orderly condition.

Use various cleaning materials and methods.

Learn appropriate safety precautions and procedures.

Learn proper lifting techniques.

Inspect and assure the security of facilities during assigned shift.

Operate and maintain tools and equipment in clean working order.

Perform minor non-technical repairs.

Observe and report need for maintenance and repair.

Understand and follow oral and written directions.

Meet schedules and time lines.

Communicate effectively with others.

Establish and maintain cooperative and effective working relationships with others.

Speak, read and write English at a level required for satisfactory job performance.

Perform heavy physical labor.  
Maintain consistent, punctual and regular attendance.  
Walk or stand for extended periods of time.  
Move hands and fingers to operate a variety of hand and power tools.  
Reach overhead, above the shoulders and horizontally.  
Bend at the waist, kneel or crouch.  
Use proper lifting methods.  
Climb ladders to replace light bulbs.  
See to perform custodial work.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.  
Floor-lift 72 pounds and arm-lift 44 pounds.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
May be required to drive as needed.  
Regular exposure to fumes, dust and odors.  
Seasonal heat and cold or adverse weather conditions.

**HAZARDS:**

Cleaning chemicals.  
Working around and with machinery with moving parts.  
Potential for contact with body fluids.