

# **FORT BRAGG UNIFIED SCHOOL DISTRICT JOB DESCRIPTION – CUSTODIAN**

## **DEFINITION**

The incumbent performs a variety of custodial duties to maintain the cleanliness and orderliness of assigned rooms, buildings, and related facilities.

## **SUPERVISION RECEIVED AND EXERCISED**

The incumbent receives general supervision from the Principal at the site of assignment, and technical and functional supervision from a Senior Custodian.

**CLASS CHARACTERISTICS:** This is the entry/journey level in the Custodian series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Senior Custodian in that the latter provides lead supervision over assigned personnel and participates in evaluations process.

## **EXAMPLES OF DUTIES –** May include, but are not limited to, the following:

- Sweeps, scrubs, waxes floors; vacuums and cleans rugs and carpets; cleans restrooms; empties and cleans waste receptacles.
- Washes blackboards, windows, walls and blinds.
- Performs minor maintenance or repairs on appliances or equipment such as replacing light bulbs.
- Locks and unlocks entrances to buildings; checks buildings for security.
- Inspects buildings for safety, fire and sanitary hazards.
- Operates a variety of electrical cleaning equipment; maintains custodial equipment and supplies.
- May occasionally perform grounds maintenance work including watering lawns and shrubs and cleaning grounds.
- Assists school personnel in moving or rearranging furniture, desks and other equipment.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Methods of cleaning and preserving floors, walls and fixtures.
- Cleaning materials and disinfectants, equipment and tools used in custodial work.
- Safe work practices.

### **Ability to:**

- Use tools required in custodial and minor maintenance work, including electrical cleaning equipment.
- Understand and follow oral and written instructions.
- Perform heavy manual labor.
- Clean and care for assigned areas and equipment.
- Establish and maintain effective working relations hips with those contacted in the course of work.

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**Experience, Education and Training**

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

**Experience:**

Previous custodial experience desirable.

**Training:**

See examples of duties and minimum qualifications.

**Education:**

Equivalent to the completion of twelfth grade.

**Special Requirements**

- Possession of, or ability to obtain, a valid California drivers license.
- May be required to possess, or obtain, a valid asbestos maintenance and operation certificate as required by the Asbestos Hazard Emergency Response Act.

**Physical Requirements**

- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Adopted 4/27/1989

Rev. Board Approved 8/14/03