Goleta Union School District

Custodian I

Basic Function

Under the direction of the Custodial Supervisor, perform custodial activities during afternoon and evening hours at an assigned school site or facility to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

Representative Duties

Perform custodial activities at assigned District school site; sweep, scrub, mop, wax, buff and polish floors and vacuum rugs and carpets in classrooms, offices, multipurpose rooms and other work areas; spot mop spills and remove gum and debris. E

Clean restrooms; clean and disinfect drinking fountains, sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows. E

Wash windows and walls including window coverings such as blinds as needed. E

Clean whiteboards, chalkboards, and erasers; empty pencil sharpeners. E

Move and arrange furniture, supplies and equipment in preparing classrooms and multipurpose rooms for special events or meetings. E

Replace light bulbs and lighting tubes; dust and polish furniture and woodwork and make minor, non-technical repairs as needed. E

Lock and unlock doors and gates as appropriate. E

Maintain security of assigned areas according to established guidelines; report vandalism, safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority; set security systems as assigned. E

Pick up paper, trash and debris around school grounds and in buildings. E

Empty and clean waste and recycle receptacles. E

Operate cleaning equipment such as vacuums, buffer and polisher, scrubbers, and other cleaning equipment as assigned. E

Respond to emergency cleanups such as spills. E

Participate in summer and other special custodial projects. E

Perform related duties as assigned.

Respond to Principal and staff requests as needed.

Assemble, adjust and move furniture for staff as requested.

Knowledge and Abilities

Knowledge of:

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

Proper methods of storing equipment, materials and supplies.

Proper lifting and climbing techniques.

Ability to:

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

Use cleaning materials, equipment and methods according to predetermined standards.

Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.

Learn appropriate safety precautions and procedures.

Custodian I

Maintain tools and equipment in clean working order and provide proper security.

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.

Inspect and assure the security of facilities during assigned shift.

Climb ladder.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school and sufficient training and experience to perform the knowledge and abilities listed above. The high school graduation requirement may be waived at the discretion of the Assistant Superintendent, Administrative Services.

Licenses and Other Requirements
None

Working Conditions

Environment
Indoor/outdoor environment.

Physical Demands
Heavy physical labor.
Standing for extended periods of time.
Lifting, carrying, pushing, pulling, or moving heavy objects.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Climbing ladders.
Walking.

Hazards

Custodian I incumbents perform custodial activities at an assigned school during an afternoon or night shift. Custodian II incumbents perform custodial activities at an assigned school during a day shift and may serve in a lead capacity.