

## **CUSTODIAN I/UTILITY WORKER**

### **DEFINITION**

Under general supervision, the Custodian I/Utility Worker performs routine cleaning and maintenance duties in and around school buildings and District facilities. This is the entry-level class in the Custodian series. The Custodian I/Utility Worker will receive on-the-job training, explicit work instructions and close supervision and review during initial training.

It is understood that incumbents in this class may be assigned to work during daytime or evening hours in a variety of work settings and may work independently or as part of a team. The timing of work hours will determine which duties are completed during the assigned workday.

### **ESSENTIAL FUNCTIONS**

All crews:

- Unlock and lock gates, restrooms and classrooms
- Activate and/or deactivate alarms
- Report work orders and report hazardous conditions
- Report vandalism and remove graffiti
- Clean assigned classrooms, restroom, offices, locker rooms and showers, entryways, gymnasiums, etc.
- Empty interior and exterior trashcans and replace liners in assigned areas (e.g. classroom, offices, multipurpose rooms, etc.)
- Vacuum, sweep, mop and polish floor surfaces
- Inspect equipment and complete requests for repair
- Maintain equipment and keep in good working condition
- Perform minor non-technical repairs
- Wash exterior and/or interior windows, replace lights and set up rooms and other facilities
- Prepare buildings and grounds public events
- Prepare for and handle safety inspections
- Make supply runs to Facilities & Operations as needed
- Order and deliver custodial supplies and re-stock restrooms as needed
- Plunge, drain and clean toilets
- Move books, supplies and furniture
- Understand and follow written and oral direction
- Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work
- Maintain a high level of ethical behavior and confidentiality of information about students and staff
- Participate in District in-service training as required
- Utilize and promote the 40 Developmental Assets
- Perform other duties as required

Day team (additional duties may include):

- Raise and/or lower flags
- Check playgrounds and fields for trash, broken glass, sharp objects, etc.
- Sweep walks, playground blacktops and parking lots
- Pick up papers on grounds; empty trash and keep lunch area clean
- Set up for breakfast/lunch by wiping down tables, wiping down spills and putting out trashcans
- Clean cafeteria and kitchen floors
- Maintain MPR building. (strip, wax, sanitize, floors, ceilings, walls, windows, restrooms, etc.)

- Clean sidewalks and stairways (sweep, blow, vacuum, etc.)
- Maintain hard floors, hallways and high traffic areas by sweeping, mopping or restoring
- Clean outside walls, drinking fountains and other selected areas
- Perform emergency clean-up during school hours
- Update marquee
- Power-wash outside tables, walls and cement
- Touch-up paint
- Participate in emergency drills
- Perform other duties as assigned

Night team (additional duties may include):

- Clean whiteboards
- Resurface gymnasium floors
- Clean foyer and gymnasium
- Perform other duties as assigned

## QUALIFICATIONS

Knowledge of:

- Basic cleaning methods, procedures, and techniques
- Use and application of cleaning materials, chemicals and equipment
- Basic safe work practices related to custodial work
- The 40 Developmental Assets

Ability to:

- Obtain and provide the District with a complete Department of Motor Vehicles (DMV) Vehicle/Vessel Registration (VR) Information Record upon request
- Complete a DMV Employer Pull Program - Authorization for Release of Driver
- Learn and follow established cleaning methods, schedules and procedures
- Read and comprehend simple instructions, short correspondence and memos
- Write simple correspondence
- Basic Math (addition, subtraction, multiplication and division)
- Perform non-technical and limited skill repair
- Perform repetitive tasks
- Manage multiple tasks and maintain established pace
- Operate standard office equipment, computer and electronic devices
- Use good judgment in the application of District and school policies
- Demonstrate tact, diplomacy and good judgment
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand and carry out handwritten/typed documents
- Accept change positively and support new ideas and methodologies
- Relate effectively with racially and ethnically diverse staff, students and community members
- Maintain consistent, regular and punctual attendance
- Follow District, state and federal rules, policies, regulations and laws
- Meet rigorous timelines and schedules
- Work effectively as a member of a team

## EDUCATION (degrees, licenses, certificates)

- High School Diploma or General Education Diploma (GED)
- Possession of a valid and appropriate California driver's license; have minimum required insurance coverage as mandated by the state of California for operation of a vehicle

## EXPERIENCE

- Individuals possessing the knowledge and abilities listed above are considered to possess the required experience

## WORKING CONDITIONS

### Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment; constant interruptions
- Outdoor environment; drive a District or personal vehicle to conduct work, visit school sites, travel to other organizations and companies, meetings and workshops

### Physical Abilities:

- Pre-employment physical
- Hearing and speaking to communicate within normal range (approximately 60 decibels), give directives to small or large groups of people and exchange information in person and on the telephone
- Read printed material and computer screens
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Ability to lift and carry 60 pounds
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee
- Ability to sit for extended periods of time, stand, stoop, bend, climb and walk
- Ability to climb a ladder for purposes of inspection when necessary
- Ability to work in a wide range of weather conditions
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies

EQUAL OPPORTUNITY EMPLOYER

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Board Approved 4/14/2009

Category: Classified Bargaining Unit  
Salary Schedule 200, Row 26.1