

## BELLFLOWER UNIFIED SCHOOL DISTRICT

### CLASS TITLE: CUSTODIAN

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine day or evening custodial activities at an assigned school site or other assigned District facility; perform minor maintenance and repair to equipment and systems; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

#### REPRESENTATIVE DUTIES:

Perform routine custodial activities at an assigned District school site during a day or evening shift; sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets. *E*

Clean classrooms, cafeterias, lounges, offices and other facilities as assigned; empty waste receptacles spot mop spills; remove gum, debris and graffiti as needed. *E*

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; unclog drains and toilets and repair flush valves and diaphragms. *E*

Perform various custodial activities including replacing light bulbs and tubes, cleaning chalkboards and erasers and emptying pencil sharpeners; clean tables, chairs and floors after breakfast, lunch and recess periods as assigned. *E*

Dust and polish furniture and woodwork; perform minor repairs to furniture as needed. *E*

Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms as appropriate. *E*

Perform a variety of general maintenance and repair to equipment, furniture and other systems; repair sprinkler lines and valves; replace ballasts, wall outlets and switches; light pilots, set thermostats and replace filters. *E*

Report safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority; respond to emergency custodial requests as needed. *E*

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned. *E*

Move and arrange furniture and equipment; prepare classrooms and multi-purpose rooms for special events or meetings; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; clean up furniture, equipment and debris following these events. *E*

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**Ewing & Company**

Repair door locks, closures and hinges; replace door stops and striker plates as assigned.

Perform minor grounds maintenance duties as assigned.

Participate in the thorough cleaning and restoration of campus facilities during vacation periods.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Proper methods, techniques, materials, tools and equipment used in modern custodial work.  
Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.  
Proper methods of storing equipment, materials and supplies.  
Requirements of maintaining District buildings in a safe, clean and orderly condition.  
Appropriate safety precautions and procedures.  
Proper lifting techniques.

**ABILITY TO:**

Perform routine custodial activities at an assigned school site or other District facility.  
Maintain District buildings and adjacent grounds in a clean, orderly and secure condition.  
Use cleaning materials and equipment in a safe and efficient manner.  
Operate a variety of custodial equipment.  
Maintain tools and equipment in clean working order.  
Move and arrange furniture and equipment for meetings and special events.  
Observe and report safety hazards and need for maintenance and repair.  
Perform minor non-technical repairs.  
Understand and carry out oral and written directions.  
Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Regular exposure to fumes, dust and odors.