

**Upland Unified School District  
CUSTODIAN**

**BASIC FUNCTION**

Under supervision, performs general custodial work and a variety of general non-technical maintenance and grounds duties, involving contact with students, staff and others, responsible for the cleanliness, safety and upkeep of areas assigned, secures rooms and buildings; and performs related work as assigned.

**REPRESENTATIVE DUTIES**

Perform a variety of custodial duties for assigned facility; dust, sweep, scrub, mop, wax and polish floors, furniture and woodwork (E);  
Perform minor maintenance and non-technical repairs to buildings and fixtures such as filters, replacing light bulbs; report other repair and maintenance needs and assist others in making repairs as required (E);  
Empty and clean the waste receptacles; pick up trash containers and empty into large bins (E);  
Move, adjust and arrange furniture and equipment; set up meeting rooms, classrooms and other school facilities for special events and meetings (E);  
Turn lights on and off; unlock and lock doors and gates; raise and lower flags (E);  
Wash walks and clean kitchen and eating areas as directed; clean drinking fountains; make emergency clean-ups in cafeteria or other areas as needed (E);  
Operate an electric cart to pick up or deliver school supplies, furniture or equipment as directed (E);  
Maintain various supplies and equipment used in the course of work; requisition and store custodial supplies and materials as required (E);  
Assist in grounds maintenance duties as assigned; pick up paper and other debris from grounds (E);  
Participate in thorough cleaning of school plant or assigned facility during school vacations as required (E);  
Perform related duties as assigned and special custodial work upon request (E);

**MINIMUM QUALIFICATIONS**

Knowledge of:

Methods, materials, tools and equipment used in custodial and routine maintenance work;  
Cleaning methods including basic methods of cleaning and preserving floors, blackboards, carpets, furniture, walls and fixtures;  
Safety practices and work methods;  
Requirements of maintaining school buildings in a safe, sanitary and efficient manner;  
Interpersonal skills using tact, patience and courtesy;  
Universal health/work standards.

Ability to:

Use common cleaning equipment and materials in a safe and efficient manner;  
Maintain tools and equipment assigned in clean working order and provide proper security;  
Perform a variety of non-technical maintenance and repairs on buildings and equipment;  
Observe and report need for maintenance and repair;  
Understand and follow oral and written instructions;  
Establish and maintain cooperative and effective working relationships with others;  
Meet schedules and time lines;

Communicate effectively with others;  
Perform simple and repetitive tasks;  
Work harmoniously with students, staff and community;  
Perform physical labor;  
Work independently with little direction;  
Maintain consistent, punctual and regular attendance.

### **EMPLOYMENT STANDARDS**

#### **Education:**

High school Diploma or Equivalent

#### **Experience:**

Experience and/or training in custodial work preferred.

#### **Licenses/Certificates:**

A valid California driver's license

### **WORKING CONDITIONS WHICH MAY OCCUR**

Work in both an inside and outside environment;  
Regular exposure to fumes, dust and odors;  
Contact with cleaning agents and chemicals; fumes from chemicals;  
Exposure to noise from equipment operation.  
Perform tasks that may involve ascending and descending ladders, stairs, scaffolding and ramps;  
Work with machinery having moving parts  
Work alone; physically isolated from others;  
Work on surfaces that may be uneven, on an incline, slippery or wet;  
Perform tasks involving leaning, bending forward, twisting, kneeling or squatting;  
Standing and walking for extended periods of time;  
Some overtime and/or schedule changes occur.

#### **Physical Abilities:**

Lifting, carrying, pushing pulling and moving heavy objects and furniture up to 65 100 pounds with assistance;  
Lifting, carrying, pushing/pulling up to 50 pounds;  
Reaching overhead and horizontally to accomplish tasks.  
Dexterity of hands and fingers to operate tools and equipment;  
Pushing and pulling custodial equipment both manual and power operated;  
Operation and light maintenance of custodial equipment and power and hand tools;  
Climbing ladders;  
Performing heavy physical labor;

#### **Mental Abilities:**

Oral comprehension and expression;  
Written comprehension;  
Speech recognition.

Approved: May 1990  
Revised: May 2009