

SANTA CLARA COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLES:

Custodian
Custodian - Restricted

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To clean and maintain an assigned school facilities, group of buildings, office spaces and adjacent grounds, belonging to the Santa Clara County Office of Education, in a clean, orderly, and secure. Employees in the class receive direct to general supervision within a framework of standard policies and procedures. Employees in this class exercise responsibility for the general cleanliness of assigned location(s) and facilities.

ESSENTIAL TYPICAL DUTIES (Incumbents may perform any combination of the duties described below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities of this class, but is intended to accurately reflect the principal job elements.)

- Performs routine janitorial and custodian functions at assigned site
- Cleans and sanitizes restrooms, locker rooms, showers, swimming pools, sinks, wash bowls, and urinals
- Sweeps, scrubs, strips, mops, cleans, and apply finish to concrete, linoleum tile, and wood floors of rooms, hallways, stairs, and fire escapes
- Vacuums and shampoos rugs and carpeted areas
- Cleans ceilings, walls, window blinds and window coverings including drapes and blinds; washes windows
- Clears and removes paper and other debris from school or facility grounds, entrances, stairwells, walkways, and adjacent landscaped areas as assigned
- Dusts, washes, and polishes furniture and woodwork
- Sweeps adjacent concrete and asphalt areas as assigned
- Empties and cleans waste receptacles including trash barrels
- Polishes metal work; cleans chalkboards, whiteboards and other writing surfaces
- Refills paper/soap dispensers in restrooms and kitchen areas
- Operates equipment such as vacuums, lawn mowers, floor cleaning and polishing machines, and scrubbers
- May raise and lower flags; ensures security of assigned areas; locks and unlocks gated areas, doors, and activates/deactivates security systems as assigned
- Performs emergency clean up service resulting from clogged drains, breakage, vandalism, spilling, and illness including bodily fluids

- Sets up, moves, and arranges furniture and equipment for assemblies, meetings, or other special events upon request
- Maintains assigned equipment and materials used in the course of work
- Inventories cleaning supplies, materials, and equipment, making requests for needed supplies
- Performs routine maintenance, non-technical and minor repairs such as replacing light bulbs and adjusting desks and tables
- Notifies management concerning the need for major repairs or additions
- Eliminates and/or reports safety, sanitary, and fire hazards to appropriate authority
- Maintains routine records related to job functions assigned
- Acts a part of the emergency response team in the event of electrical, water, or gas emergency
- Perform other duties as required.

EMPLOYMENT STANDARDS

Possession of:

- A valid and appropriate California Driver's License
- A driving record that meets the insurance requirements of the County Office of Education

Knowledge of:

- Modern cleaning methods, techniques, tools, and equipment
- Proper materials and procedures used for cleaning purposes
- Safe work practices related to equipment operation and chemicals used in janitorial and custodial work

Ability to:

- Read at a level sufficient to successfully perform required duties
- Understand and follow oral and written instructions
- Safely use and apply custodial cleaning agents, equipment, and materials
- Effectively maintain the security of assigned areas
- Meets the physical requirements necessary to perform required duties in a safe and effective manner
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

TRAINING AND EXPERIENCE

Generally, any combination of training and/or experience that provides the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be:

- One year of custodial work experience or completion of a custodial training program.

BARGAINING UNIT: Operations Support Services (OSS) Unit

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to stand; walk including walking on gravel or uneven surfaces; bend at the neck or waist, use hands to finger, handle, or feel; reach with hands and arms; and talk to hear. The employee is occasionally required to push, pull, squat, stoop, kneel, twist, crouch, or crawl. The employee must occasionally lift, carry, maneuver, and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee works in an indoor and outdoor environment. The employee is occasionally exposed to variances in temperature, dust, chemicals, blood borne pathogens, wet and/or humid conditions; moving mechanical parts, work on ladders, fumes, or airborne particles, toxic, or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

Personnel Commission Approval: 08/27/84

Revised: 06/91; 5/22/03 (Added Restricted Class); 01/27/05