

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: CUSTODIAN

QUALIFICATIONS

Knowledge of

1. Basic English usage, reading, writing, and math at a level necessary to perform assigned tasks.
2. Basic safety practices related to cleaning methods.
3. Flag courtesy.
4. Modern cleaning methods, materials, and equipment, including sterilization and sanitary methods.
5. Safe use, maintenance, and operation of equipment and chemicals used in janitorial and custodial work.
6. Safety rules and regulations for this position.

Ability to

1. Be a productive and active team member.
2. Communicate effectively and tactfully in both verbal and written form.
3. Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties, and facilities.
4. Exercise independent judgment and problem-solving skills.
5. Follow designated safety regulations associated with this position.
6. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
7. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
8. Maintain cooperative working relationships with all District personnel.
9. Maintain work schedules in performing tasks.
10. Present and maintain a pleasant appearance and demeanor.
11. Read, understand, and carry out both verbal and written instructions, policies, and procedures in an independent manner.
12. Receive and give information over the telephone or in person in a courteous manner.
13. Safely use and apply cleaning agents, equipment, and materials.
14. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
15. Work successfully with diverse groups of people.
16. Work without immediate supervision.

Training and Experience

1. Education equivalent to the completion of the twelfth (12th) grade.
2. Two (2) years experience in cleaning and maintaining building areas, or any combination of training and experience that would likely provide the desired knowledge and abilities.
3. A work history demonstrating reliability and attendance.
4. First Aid Certificate and Cardio Pulmonary Resuscitation (CPR) certification desired.

REPORTS TO: Assigned Administrator

JOB GOAL: To maintain buildings, custodial equipment, grounds, and surrounding areas of a school or assigned work area in a clean, sanitary, safe, and orderly manner; and to perform related work as assigned.

ESSENTIAL FUNCTIONS

1. Assists in set-up of buildings and rooms for meetings and special events upon request to include arranging chairs, desks, equipment, etc.
2. Assists the Senior Operations to coordinate the work of on-site custodial staff.
3. Cleans door and window glass and drinking fountains.
4. Cleans walls, blackboards, dry-erase boards, furniture, windows, woodwork, and other equipment.
5. Follows district policies and procedures.
6. Inspects equipment for safety hazards and needed repairs, makes minor repairs.
7. Keeps buildings and premises, including sidewalks, driveways, fields, and play areas neat, clean, and safe at all times.
8. Knows and understands the Mission and Core Values of the district.
9. Locks and unlocks doors and gates to ensure security of buildings and related areas.
10. Maintains inventory of custodial supplies and equipment.
11. Moves furniture, file cabinets, boxes, and other items as assigned.
12. Observes and reports the need for maintenance repairs to the appropriate division.
13. Operates cleaning equipment, such as vacuums, floor cleaning and polishing machines, scrubbers, etc.
14. Participates in district in-service training as required.
15. Performs emergency clean-up resulting from breakage, vandalism, spills, clogged drains, or illness.
16. Sweeps, mops, scrubs, waxes, refinishes, and polishes concrete, linoleum, tile, and wood floors, door panels, and hand railings.
17. Sweeps, scrubs, dusts, and otherwise cleans areas such as classrooms, restrooms, showers, locker rooms, shops, cafeterias, libraries, auditoriums, multi-purpose rooms, stairways, gymnasiums, kitchens, offices, and related facilities.
18. Vacuums rugs and carpets; dusts furniture, empties and cleans trash receptacles.
19. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Assists in routine safety and site inspections.
2. Picks up papers and debris, cleans walkways and entrances.
3. Replaces light bulbs and makes minor maintenance repairs.
4. Resets school clocks and bells per schedule.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid State of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and instructions.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
7. Able to carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
8. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
9. Able to sustain strenuous manual labor for four (4) to six (6) hours.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to use respirators, for personal protection, up to:
four (4) hours per day, strenuous physical effort,
six (6) hours per day, moderate physical effort,
eight (8) hours per day, light physical effort.
18. Able to work at various elevated heights in a safe and effective manner.
19. Able to work in a wide range of temperatures.
20. Able to work in restricted spaces in a safe and effective manner.
21. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
22. Able to work with chemical agents in a safe and efficient manner without allergic reaction.
23. Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner.
24. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will give the evaluation.

Approved by:	Board of Education	Date:	August 14, 1997
Amended by:	Board of Education	Date:	August 25, 1999
Amended by:	Board of Education	Date:	October 11, 2001

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER**