

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

CUSTODIAN

DEFINITION

Under direction of Site Administrator or Maintenance and Operations Supervisor, the Custodian performs custodial services in keeping assigned areas clean, orderly and secure; keeps grounds neat and clean at all times, and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Site Administrator or Maintenance and Operations Supervisor

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs routine custodial duties such as vacuuming, sweeping, mopping, and conducts spot cleaning to maintain floors and walls.
- Empties trash from containers both inside and outside and changes trash liners.
- Sanitizes rest room areas and disinfects toilets, urinals, sinks and drinking fountains.
- Cleans and polishes mirrors, chrome, and partitions in rest room areas.
- Checks and refills towel, toilet paper and soap dispensers.
- Dusts and polishes furniture; removes cobwebs.
- Cleans and/or disinfects tables, desks, classroom boards, counter tops, woodwork, and vents in classrooms and work areas.
- Picks up papers and debris; cleans walkway and entrances.
- Moves equipment and furniture when performing above cleaning activities.
- Prepares for special activities or events.
- Maintains a sufficient quantity of janitorial supplies.
- Makes minor repairs to school equipment and buildings.
- Sweeps walkways, sidewalks, and other areas; may sweep or blow debris from parking lots.
- Performs deep cleaning of floors and carpets using waxers, buffers, and or carpet cleaners.
- May travel to different sites to perform duties.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- High school diploma or equivalent is required.
- Any combination of training and experience that demonstrates ability to perform the duties as described.

Knowledge of:

- Cleaning materials, methods and the proper use of chemicals and materials in cleaning.
- Safety practices and sanitary procedures.

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- Rules, regulations and procedures to properly dispose of hazardous fluids, blood borne pathogens and chemicals.
- Routine grounds keeping methods and practices.
- Care and maintenance of custodian and groundskeeper equipment and tools.

Skills and Abilities:

- Communicate effectively in both oral and/or written form.
- Read, understand and follow instructions, schedules and safety label directions.
- Operate a variety of custodian and grounds keeping equipment in a safe manner.
- Understand and apply ratios for mixing cleaning solutions.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and community.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program/department.

Physical Requirements:

- Requires the ability to walk, bend, stoop and perform repetitive arm and shoulder motions with moderate exertion.
- Must lift light to medium weight materials or equipment up to 50 lbs. on a frequent basis, over 50 lbs. on an occasional basis, with assistance.
- Requires good hand-eye coordination, arm-hand dexterity and visual acuity including depth perception to read numbers and words.

Work Environment:

Employees in this position will be required to work indoors and outdoors in office and school facility environments with regular interruptions. This may be an itinerant position and employees must be self-sufficient with regards to travel between school sites to provide services.

Licenses and Certificates:

- Valid California Class C driver's license
- Provide proof of automobile insurance, if driving personal vehicle for work.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: C

Approval Date: 8.15.24