

**North Monterey County Unified School District**  
CLASSIFIED POSITION DESCRIPTION

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Position Title:	<b>CUSTODIAN</b>
Job Family:	Maintenance & Facilities
Reports to:	Site Principal/Administrator and/or Director of Facilities, Maintenance, and Operations
Salary Level:	Range 25
Calendar:	Classified 12 Month

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**SUMMARY:**

Under the direction of the Site Principal and/or Director of Facilities, Maintenance, and Operations, perform routine custodial and grounds maintenance activities at an assigned school site or facility; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform routine custodial activities at an assigned school site or facility; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms as assigned per daily and weekly schedule; maintain and manage order and cleanliness of offices, workshops and other work areas; spot clean and shampoo carpets; perform general grounds keeping and maintenance work as assigned by the position.
- Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; polish metal work; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; dust and clean vertical blinds; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls and windows; unclog drains and toilets.
- Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to school building; maintains custodial equipment and cleaning materials.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; clean kitchen facilities after meal services.
- Replace light bulbs and tubes; clean chalkboards, white boards, trays and erasers; empty pencil sharpeners; clean tables, chairs and floors; perform minor repairs and adjust desks, chairs, shades and blinds in offices and classrooms.
- Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events.
- Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas per established guidelines; set alarms as appropriate; scrapes and refinishes floors.
- Observe and report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance and repairs to appropriate authority after basic troubleshooting; participate in emergency procedures drills as assigned.
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods.

**Other Duties**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

Any combination equivalent to: a high school diploma or equivalent and one year of janitorial or related experience in a school facility.

### **Licenses and other Requirements**

- Valid California Driver's License with proof of insurance. *(Must submit authorization for License Pull Notice)*

### **Knowledge of:**

- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining 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 facility.
- Maintain buildings and adjacent grounds areas 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.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Meet schedules and time lines.

## **DESIRED QUALIFICATIONS:**

- Experience in one or more trades.
- Effective communication skills.

## **WORKING CONDITIONS:**

### **Work Environment:**

- Indoor/Outdoor environment.

### **Physical Demands:**

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking or standing for extended periods of time.
- Seeing to perform custodial duties.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights to replace light bulbs.


### **Hazards:**

- Subject to fumes, dust and odors.
- Blood and bodily fluids.
- Exposure to cleaning agents and chemicals.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018