

Custodian

(USUAL & CUSTOMARY)

Employer: Chico Unified School District / Pleasant Valley High School
Address: 1475 East Avenue
City: Chico, CA
Phone: (530) 891-3195
Contact Person: David Koll, Classified Human Resources Director

GENERAL COMMENTS

The Custodian is generally assigned specific areas, or buildings for primary responsibilities; however, may be requested to perform a different area, as necessary. Duties during which students are not attending classes or during the summer period may involve more intense cleaning tasks, general routine maintenance, or related duties. This job analysis describes typical duties, and related physical activities to perform duties within the scope of the year, as well as at or during the time of injury reported.

Hours: 8:00 a.m. – 4:30 p.m. Monday through Friday; or current schedule of 6:00 a.m. to 2:30 p.m. Monday through Friday.

GENERAL JOB DESCRIPTION

Under general supervision, follows a schedule in the performance of custodial and light maintenance duties required to maintain assigned room, equipment, buildings and adjacent areas in a clean, orderly and secure manner.

DESCRIPTION OF TASKS - Essential Duties/Tasks

1. Perform the full range of custodial and light maintenance duties involved in cleaning and maintaining assigned room(s), equipment, buildings and adjacent areas.
2. Use cleaning agents and cleaning equipment to sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets; dust, wash and polish furniture and woodwork; clean restrooms; fill paper and soap dispensers; clean white boards, trays and erasers; counters and surfaces.
3. Clean, stack and store furniture and equipment; perform minor repairs to furniture and equipment. Prepare classroom or cafeteria for use, as assigned.
4. Perform special custodial work for faculty members or supervisors, including moving, arranging and setting up furniture and equipment for sporting, special events and meetings.

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5. Empty and clean pencil sharpeners, waste receptacles.
6. Lock or unlock, as appropriate to assigned area, doors, gates, and windows. Set or unset alarm system; turn lights on or off. Ensure areas are secure.
7. Change light globes, tubes and diffusers as needed.
8. Perform routine groundskeeping duties, including picking up paper or other refuse and debris on grounds, sweep or clean sidewalks and entrances; set up sprinklers.
9. Distribute delivered supplies from one location to another, as assigned.
10. Operate and maintain a variety of hand and power equipment and tools, including buffer, wet/dry vacuum, automated floor scrubber, drills, sanders, and other custodial equipment and tools. Assess and report any emergency, safety, health, or fire hazards.
11. Assist in performing routine maintenance duties, including repairing hinges, doors, hose connections, desks and chairs; and perform routine painting, plumbing, and other related maintenance tasks using hand and power tools.
12. Apply policies, procedures and laws pertaining to application of cleaners, chemicals and the operation of equipment; adhere to all safety procedures and policies.
13. Supervise student aids assisting in custodial duties or assignments; i.e., set up/break down of equipment for events and/or campus service assignments.
14. Direct students assigned to detention duties; or students and visitors to destination.
15. Performs other related duties and responsibilities as assigned.

KNOWLEDGE, SKILL, AND ABILITY

Knowledge of: Basic methods, materials and equipment used in cleaning and maintaining various types of building surfaces, furniture and equipment; occupational hazards and standard safety practices necessary in the area of custodial work; safe driving principals and practices.

Skill to: Operate a wide variety of equipment and tools required for custodial work in a safe and effective manner; operate a motor vehicle safely.

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Ability to: Learn to perform minor repairs on school equipment, including hinges, doors, desks, chairs, and hose connections; learn to perform routine maintenance duties, including painting, plumbing, and other routine maintenance tasks using hand and power tools; learn and correct interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions; perform the full range of custodial duties under minimal supervision; understand, follow, and maintain work schedules to ensure work is completed on time; understand and follow oral and written instructions; establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work. .

TOOLS, EQUIPMENT, WORK AIDS/ASSISTING DEVICES

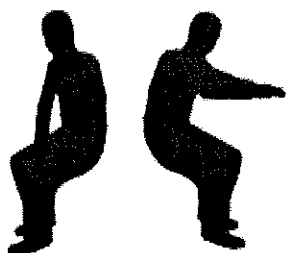
Typical items/equipment used: Custodial cart, miscellaneous cleaning agents and/or chemicals, spray bottles, sponges/rags, mop, broom, dust pan, vacuum, buffer, wet/dry vacuum, pressure washer, automatic floor scrubber/dryer, carpet cleaner, wax application system, various scrubbers, and miscellaneous custodial supplies, hand tools and power tools, ladders, hand truck, golf cart, or District vehicle, gold cart trailer, two-way radio/communication device.

PHYSICAL DEMAND DEFINITIONS (times listed are for an 8 hour shift)

Never:	Not Present	
Rarely/Seldom:	1% or less per day	(5 minutes or less per day)
Infrequently:	2% to 5% of the day	(6 to 30 minutes per day)
Occasionally:	6% to 33% of the day	(.5 to 2.5 hours per day)
Frequently:	34% to 66% of the day	(2.5 to 5.25 hours per day)
Constantly/Continuous:	67% to 100% of the day	(5.25 to 8 hours per day)
Intermittent:	Stopping/Starting at intervals-periodic	

PHYSICAL DEMANDS

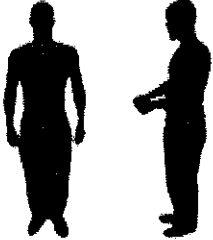
1) **Sitting** (Remaining in a seated position): Include driving/vehicle type:



Occasionally, and intermittently up to 1 hour overall for durations of up to 5 – 7 minutes or less. Custodian sits in cushioned seat to drive a golf cart to and from locations on campus in course of making deliveries, picking up and dumping trash, etc. May also drive District vehicle as assigned.

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2) **Standing** (Remaining on one's feet in an upright position at a workstation without moving about):



Infrequently, and intermittently, generally for periods of seconds to under 5 minute duration. Stands to clean surfaces such as a white board or counter, empty and re-line trash receptacles, or as needed on a ladder or step stool, etc. Surfaces are level interior flooring of carpet, vinyl or similar content; cement, walkways, asphalt, grassy or dirt areas on campus.

3) **Walking** (Moving about on foot):



Constantly, more than 67% of the work shift. Walks short distances performing routine cleaning tasks, to and from custodian cart or golf cart; within classrooms or other rooms, between buildings, etc. Routinely walks spans of 10 to 80 feet, and several times a day up to 300 feet. Surfaces are level interior flooring of carpet, vinyl or similar content; cement surfaces, walkways, asphalt, grassy or dirt areas on campus; inclined anti-skid ramps .

4) **Bending** (Bending at the waist with straight knees):

A) Light – 20 degrees



Occasionally, up to 33% and intermittently. Bends to perform routine cleaning and maintenance tasks; access/exit driver's seat of golf cart or vehicle.

B) Moderate – 45 degrees



Occasionally, up to 33% and intermittently for brief periods of seconds to minutes. Bends to access lower shelves; pick up small trash receptacles or bags of trash to empty or place on cart/trailer; pick up supplies, or boxes of supplies, and placing on shelf or lower surface.

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C) Full bend – 90 degrees

Infrequently up to 5%, and intermittently or brief duration. Bends to pick up paper or debris from floor or outdoor area; use dust pan, etc. At discretion, may bend instead of squat or kneel to access lower areas being cleaned; i.e. floor.



5) Squatting (Bending the body downward and forward by bending legs and spine at the waist):



Infrequently, up to 20 to 30 minutes overall for short duration of seconds to several minutes. Squats to clean around toilets, or urinals; perform maintenance tasks. Squatting and kneeling are interchangeable at the discretion of the Custodian to gain access to an area.

6) Kneeling (Bending legs at knees to come to rest on knee or knees):



Rarely, 1% overall. Kneels briefly to access area, or to stabilize body to unplug or plug device in outlet, or reach behind a counter, cabinet, or equipment during cleaning or maintenance duties.

7) Crawling (Moving about on hands and knees):



Never, not required.

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9) Twisting:



Occasionally, up to 33% and intermittently. Twists upper torso from 0 to 30 degrees left and/or right to mop sweep, scrub floors, remove/replace trash bags, access/exit driver's set of golf cart, etc.

9) Neck Positions:

a.) Flexion (forward bend, or chin to chest / 0 –80 degrees)



Occasionally, and intermittently, up to 33% for seconds to several minutes. Looks downward as a glance, or for several minutes, slightly to 60 degrees, depending on height of individual and task performed to view area of tasks: floors, lower areas.

b.) Extension (looking up at ceiling / 0 –70 degrees)



Rarely to Infrequently, under 5 minutes up to 30 minutes overall, for periods of seconds to several minutes up to 60 degrees. Neck extension varies according to assignment, and type of task performed; i.e. changing overhead light globe, cleaning ceilings, light fixtures, or walls; accessing upper shelves, etc.

c.) Right/Left Rotation (look over right/left shoulder / 0 –45 degrees)



Occasionally and intermittently. Glances to left or right usually to 30 degrees, but as needed to 45 degrees while safely driving cart or other vehicle, maneuvering custodian cart, viewing overall work areas to scan or while performing various cleaning or maintenance tasks.

d.) Right/Left Lateral Flexion (ear to shoulder / 0 –50 degrees)



Rarely, up to 5 minutes overall, usually for brief period of several seconds. Glances around obstacles, equipment, fixtures, or furniture to access or view.

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10) **Balancing** (Maintaining body equilibrium to prevent falling):



Rarely to Infrequently. Regular custodial duties require an overall good sense of balance to use equipment, move objects, etc. Balancing occurs for one to several minutes to change light globes, etc. from a ladder. Summer duties, or special assignments, such as painting an area from a ladder occur up to 30 minutes.

11) **Climbing** (ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs or hands and arms).

a.) **Stairs and Ramps**



Rarely to Infrequently, and depending on assigned area. Steps up 1 to 2 steps to access/exit golf cart, or ascends/descends bleacher steps to sweep or mop. If assigned area includes temporary classrooms with ramp access, climbs slight slope 0 to 12" height over 15 foot span taking 15 seconds or less numerous times; up to 30 minutes overall.

b.) **Other**



Rarely to Infrequently. Regular assignments may require accessing climbing one of several types of ladders: step ladder, A-frame ladder, or extension ladder for changing light bulbs or diffusers. Climbing is generally brief, several seconds; but may be repeated more than once; or not at all. Summer duties, or special assignments may required accessing ladders for periods of 5 to 30 minutes.

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12) Lifting (Raising or lowering an object from one level to another – includes upward pulling):

	Never	Rarely	Infrequently	Occasional	Frequently	Constantly	Height
0 – 10 lbs.						X	Floor to mid-torso, or overhead
11 – 20 lbs.				X			Floor to waist level
21 – 35 lbs.				X – 1 hour			Floor to waist, waist to overhead
36 – 50 lbs.			X				Floor to waist
51 – 75 lbs.	X						
76 – 100 lbs.	X						

Typical items lifted: **0 – 10 lbs.:** Spray bottles, sponges, broom, mop, scrubbers, single or multiple paper products, trash liner, etc. weigh less than 5 lbs.; hose, large jug of chemical or cleaner, small parcels or supplies, etc. weigh 5 – 10 lbs.

11 – 20 lbs.: Container of chemical, or partial bucket of water, miscellaneous supplies, or parcels, trash bags., ladder

21- 35 lbs.: Larger parcels/supplies, mop bucket, bags of trash., large ladder (2-person lift), etc.

36 – 50 lbs: Large trash bag, block of clay (50 lbs), parcels, box of books.

13) Carrying (Transporting an object, usually holding it in the hands or arms or on the shoulder):

	Never	Rarely	Infrequently	Occasional	Frequently	Constantly	Distance
0 – 10 lbs.					X		Any distance walked
11 – 20 lbs.			X -----	-----X 30 minutes to 1 hour			20 to 30 feet
21 – 35 lbs.			X				10 to 35 feet ** up to 300 feet
36 – 50 lbs.			X				10 to 35 feet
51 – 75 lbs.	X						
76 – 100 lbs.	X						

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See typical items carried under LIFTING.

Additional Comment: Carrying 11 to 20 lbs. ranges from Infrequently to Occasionally, depending on amount of trash bags in this weight category. **Carrying 21 – 35 lbs. depends on assignment area. If assigned to rear areas of campus as regular duty, or golf cart unavailable, carries items up to 300 feet. Assistive devices such as hand truck, custodial cart, and golf cart with trailer attachment are available for regular use.

14) **Pulling** (Exerting force upon an object so that the object moves toward the force – also includes jerking):



Rarely, 1% overall. Pulls to maneuver hand truck, or cart or other equipment to position in order to push. Performed as initial or sustained force for seconds, up to 10 lbs.

15) **Pushing** (Exerting force upon an object so that the object moves away from the force – includes slapping, striking, kicking and treadling):

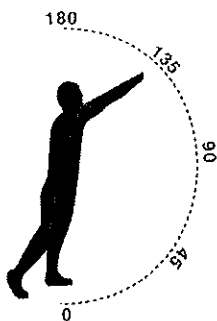


Up to Frequently, or 66%, varies daily. Pushes rolled Custodial Cart, mop, broom scrubbers with applied initial and sustained force of 10 lbs. or less using arms and hands.

Up to Infrequently, or 5%, pushes equipment, such as Automated Floor Scrubber—requiring push momentum – initial force to position, does not occur daily force estimated at up to 20 lbs.

16) Reaching/Shoulder Positions:

a.) **Flexion** (forward reach / 0 –180 degrees)



Above 135 degrees: Rarely, i.e. change light bulbs

90 degrees to 135 degrees: Infrequently, cleaning white board, handling trash bags (removing from receptacle or to dumpster).

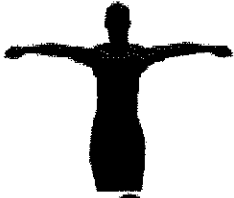
45 degrees to 90 degrees: Frequently. Most cleaning, maintenance, and delivery duties.

Below 45 degrees: Infrequently, accessing delivery items, lower storage areas, emptying mop bucket, etc.

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b.) **Abduction** (side reach / 0 –180 degrees)

Never, not required.



Horizontal Abduction (reach away from chest / 0 –90 degrees):

Frequently. Horizontal abduction occurs unilaterally and bilaterally to perform cleaning and maintenance tasks, transfer supplies or trash bags, and other routine tasks. Horizontal abduction generally is performed as a fluid motion in conjunction with horizontal adduction.



d.) **Horizontal Adduction** (reach across chest / 0 –45 degrees):

Frequently. Horizontal adduction occurs unilaterally and bilaterally to perform cleaning and maintenance tasks, transfer supplies or trash bags, and other routine tasks. Horizontal adduction generally is performed as a fluid motion in conjunction with horizontal abduction.



17) **Handling** Bilateral/Unilateral (Seizing, holding, grasping, turning, or otherwise working with hand or hands):

Constantly, greater than 67%. The Custodian uses hands unilaterally and bilaterally to perform a variety of handling tasks which include lateral simple grasp, three-point pinch, tip-pinch, hook, spherical simple grasps; power grasping ; wrist movement including ulnar and radial deviation, rotation, extension and flexion, and hand supination or pronation.

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18) Fingering Bilateral/Unilateral:

a.) Keyboarding – Never, not required.

b.) Picking, pinching or otherwise working primarily with fingers:

Occasionally, uses fingers to push alarm buttons, turn on/turn off light switches, or switches on equipment, uses 1st digit to depress trigger on spray bottle, use keys, pick up small items, perform minor maintenance/repairs, and other miscellaneous routine tasks.

19) Talking/Hearing:

The ability to verbally communicate, and exchange information is required for interactions with staff members, supervisors, students, etc.

20) Tasting/Smelling:

Tasting is not required. The sense of smell is required to detect unusual or unpleasant odors; gas leaks, etc. in accordance with safety procedures.

21) Vision (Near acuity, far acuity, depth perception, accommodation, color vision, field of vision):

Normal, near normal or corrected to, vision is required for near acuity (< 20 inches), far acuity (> 20 inches), field of vision, and depth perception for performance of essential tasks safely, accurately, and effectively.

22) Eye/Hand/Foot Coordination:

Required for operation of golf cart, or other District vehicle.

ENVIRONMENTAL FACTORS

1) Indoors %: 50%

2) Outdoors %: 50%

3) Exposure to dust, gas or fumes: Ambient dust, collected or dispersed dust, odors from cleaning agents; possible gas fumes from some equipment.

4) Working around moving mechanical parts: Not required.

5) Noise intensity level: Low to Moderate. Hearing protection is provided for operation of equipment.