

**CHICO UNIFIED SCHOOL DISTRICT
CUSTODIAN**

DEFINITION

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

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Perform the full range of custodial and light maintenance duties involved in cleaning and maintaining assigned room, equipment, buildings and adjacent areas.
- Sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets.
- Wash windows, walls, furniture, sinks, and fountains.
- Clean restrooms; fill paper and soap dispensers.
- Clean & condition whiteboards and trays.
- Clean, stack and store furniture and equipment; perform minor repairs to furniture and equipment.
- Change light globes and tubes and diffusers.
- Empty and clean pencil sharpeners and waste receptacles.
- Perform routine grounds keeping duties, including picking up paper and other refuse and debris on grounds, sweeping/blowing sidewalks and entrances.
- Operate a variety of hand and power equipment and tools, such as buffer, wet/dry vacuum cleaners, drills, and other custodial equipment and tools.
- Assist in performing routine maintenance duties, including repairing hinges, doors, desks and chairs; and performing routine painting, plumbing and other related maintenance tasks using hand and power tools.
- Perform special custodial work for faculty members or supervisors, including moving, arranging and setting up furniture and equipment for sporting and special events and meetings.
- Turn out lights and secure area by locking doors, windows and gates.
- Maintain equipment used in the course of work; report any emergency, safety, health, or fire hazards observed.
- Transport goods from one location to another as assigned; unload supplies off trucks.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic methods, materials and equipment used in cleaning and maintaining various types of building surfaces and furniture and equipment.
- Occupational hazards and standard safety practices necessary in the area of custodial work.
- Safe driving principles 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.

- Perform the full range of custodial duties under minimal supervision.
- Perform light to moderate manual labor.

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 correctly interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- 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.
- Complete required Local, State, and Federal training/certification programs.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year of work experience, preferably in the custodial field.

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Possess and maintain required Local, State, and Federal job-related licenses and certificates.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple work sites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Please refer to the Job Analysis.