



EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER

1501 West Del Norte Street, West Covina, CA 917990 •(626) 962-5080 •Fax (626) 472-5125

CUSTODIAN I

DEFINITION

Under the direction and supervision of the Maintenance, Operations and Transportation (MOT) Supervisor, maintain school buildings, in a clean, orderly and secure manner, during the day or evening shifts.

EXAMPLES OF DUTIES

1. Clean sinks, urinals, and commodes.
2. Sweep floors and vacuum rugs and carpets.
3. Sweep walkways and pick up debris on campus and areas immediately adjacent to the school facility.
4. Dust and polish furniture and woodwork.
5. Empty and clean waste receptacles.
6. Wash furniture, walls, and windows.
7. Request and assist in the ordering of cleaning, and/or related materials.
8. Mop, seal, and wax floors and/or treat mops.
9. Polish metal work.
10. Service dispensing machines and make minor repairs to mechanical systems or equipment.
11. Clean venetian blinds.
12. Clean chalk boards, dry erase boards, and/or any other surface utilized in the daily instruction of students.
13. Assist with graffiti removal.
14. Pull weeds and water grass.
15. Replace light bulbs.
16. May set intrusion alarms.
17. Perform other related duties as directed.

QUALIFICATIONS

Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities listed herein.

Board Approved: June 1999
Amended: May 2012

KNOWLEDGE OF

1. Basic cleaning methods.
2. Cleaning materials, methods, and procedures.
3. Safe working methods and procedures.

ABILITY TO

1. Perform light manual activities.
2. Effectively and efficiently clean and maintain an area within a predetermined schedule.
3. Understand and carry out oral and written directions.
4. Establish and maintain cooperative working relationships.

PHYSICAL ABILITY

While performing the duties of this job, the employee is frequently required to use a two-way radio for communication purposes. The employee is frequently required to use hands to finger, handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

Employees in this classification work primarily alone, indoors or outdoors, with hands in water, and in the absence of immediate supervision. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT

Schedule M, Range 15

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.