

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: CUSTODIAN

REPORTS TO: Maintenance, Operations, and Transportation Manager
SUPERVISES: No Supervisory Responsibilities

DEFINITION:

Perform routine custodial duties at designated SLOCOE school facilities and sites during an assigned shift. Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Sufficient training and experience to demonstrate the knowledge and abilities listed below.
3. Valid California driver's license.
4. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.

KNOWLEDGE AND ABILITY:

1. Knowledge of proper methods, techniques, materials, tools and equipment used in modern custodial work.
2. Knowledge of modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
3. Knowledge of appropriate safety precautions and procedures.
4. Knowledge of proper lifting techniques.
5. Ability to use cleaning materials and equipment in a safe and efficient manner.
6. Ability to operate a variety of custodial equipment.
7. Ability to operate a computer.
8. Ability to understand and follow verbal and written directions.
9. Ability to observe health and safety regulations.
10. Ability to drive a vehicle to conduct work.
11. Ability to maintain regular and reliable attendance.
12. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
13. Ability to establish and maintain positive and effective working relationships with diverse populations.
14. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
15. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
16. Ability to deal with problems or issues involving several concrete variables in standardized situations.

ESSENTIAL FUNCTIONS:

1. Perform routine custodial duties at designated SLOCOE school facilities and sites including classrooms, lounges, offices, hallways and other facilities during an assigned shift.
2. Sweep, scrub, mop, strip, wax and polish floors. Vacuum rugs and carpets, spot clean and shampoo carpets. Dust and polish furniture and woodwork. Empty waste receptacles and spot mop spills.
3. Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals. Fill dispensers with towels, soap, toilet paper and other items. Clean mirrors, tile, walls, blinds, light fixtures and windows. Unclog drains and toilets.
4. Pick up paper and other debris from grounds, walkways and areas adjacent to SLOCOE facilities. Sweep concrete surfaces adjacent to school building.
5. Move and arrange furniture and equipment. Set-up and assemble chairs, tables and other furniture and

equipment for special events and activities. Clean up furniture, equipment and debris following these events.

6. Operate custodial equipment such as vacuums, mops, small hand and power tools, strippers, buffer/scrubber machines and other equipment.
7. Perform routine general maintenance and repairs to facilities, buildings, fixtures and equipment. Replace screws, pipes, parts, components, light bulbs and tubes. Refer major maintenance and repair needs to appropriate personnel.
8. Perform grounds maintenance duties in the beautification of designated grounds.
9. Monitor and report safety hazards and need for maintenance and repair.
10. Monitor inventory levels of custodial supplies. Assist with ordering, receiving, stocking and maintaining inventory of custodial supplies.
11. Communicate with SLOCOE personnel to exchange information and resolve issues or concerns.
12. Operate a computer to communicate with online work order system.
13. Drive a vehicle to conduct work.
14. Handle confidential information and materials with complete security.
15. Other duties as required within the scope and skill level of the classification.

ENVIRONMENT:

1. Indoor and outdoor work environment.
2. Regular exposure to fumes, dust and odors.
3. Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a variety of custodial equipment.
2. Walking or standing for extended periods of time.
3. Seeing to perform custodial duties.
4. Bending at the waist, kneeling or crouching.
5. Reaching overhead, above the shoulders and horizontally.
6. Climbing ladders and working from heights.
7. Routinely lift, carry, push or pull heavy objects as assigned by position.
8. Physical ability to lift 46 pounds from floor to waist.
9. Physical ability to lift 46 pounds waist to shoulder.
10. Physical ability to lift 21 pounds from shoulder to overhead.
11. Physical ability to carry 60 pounds (power floor buffer- 2 persons)
12. Physical ability to push 87 pounds.
13. Physical ability to pull 87 pounds.

HAZARDS:

1. Exposure to cleaning agents and chemicals.
2. Potential for contact with blood and other body fluids, which may contain bloodborne pathogens and communicable infectious diseases.
3. Working on ladders.

Grade Allocation: 19
Adopted: 7/1/04
Revised: 2/16/05; 7/27/05; 12/15/10, 3/22/23