TITLE:	Custodian	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0610	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Range 34 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL: BOARD REVISION: HR REVISION:	06-58 09-21-70 04-26-12

#### SACRAMENTO CITY UNIFIED SCHOOL DISTRICT Position Description

### **BASIC FUNCTION:**

Perform routine custodial duties; clean and maintain an assigned school facility, group of buildings, after-school programs, or office space in a clean, orderly, and secure manner.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Sweep, mop, strip, wax, and seal floors; vacuum rugs and carpets; remove spots from carpet; change all types of light bulbs. E

Dust, wash, and polish furniture and woodwork. E

Empty and clean waste receptacles, including trash barrels. E

Wash windows and walls, polish metal work, and/or clean white boards. E

Clean and sanitize restrooms, locker rooms and showers; clean sinks, mirrors, and other bathroom fixtures; restock paper supplies and soap as necessary. **E** 

Move and arrange furniture and equipment in preparing multipurpose rooms or classrooms for special events or meetings; lift and carry heavy objects. E

Clean window coverings, such as drapes and blinds. E

Pick up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities; sweep or use blower to clean concrete surfaces adjacent to school buildings. **E** 

Perform emergency cleanup service resulting from breakage, vandalism, spilling, illness, and bodily fluids. E

Assure security of facilities during assigned hours; lock and unlock gates, doors, and windows; monitor, identify, and report maintenance, vandalism, safety, and fire hazards or issues to appropriate personnel on a daily basis; secure building, and set security system; safeguard keys; take down flags. E

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E** 

Perform minor maintenance work. E

Perform related duties as assigned.

# TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and one year of general experience.

## LICENSES AND OTHER REQUIREMENTS:

Hold a valid California Class C driver's license, and provide proof of insurance; employee entrance evaluation (lifting test).

## **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF: Basic cleaning methods, procedures, and techniques. Cleaning materials, supplies, and equipment. Safe working methods and procedures. Basic English skills. Alarm and security systems. Material Safety Data Sheet (MSDS) requisition. Health and safety regulations.

ABILITY TO: Perform the basic function of the position.