



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 22-2022/23  
 DOCUMENT NO. 10-2022/23  
 DATED 10/19/2022

<b><u>CUSTODIAN</u></b>	
<b>DEPARTMENT/SITE:</b> School Site  <b>REPORTS TO:</b> Principal/Custodial Supervisor	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 20 <b>WORK CALENDAR:</b> 261 Days  <b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**  
 Under the general supervision of the Principal and Custodial Supervisor, and the immediate guidance of the Head Custodian, the Custodian provides custodial services at an assigned site; ensures an attractive, sanitary, and safe environment for students, staff and visitors; performs a variety of special cleaning operations; and assists in preparing facilities for classroom activities and campus events. The incumbents in this classification provide the school community with custodial services to ensure an attractive, sanitary, and safe environment which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS:**  
 Positions in the Custodian job class perform a full range of cleaning functions and a variety of routine, simple maintenance duties for an assigned area, during a day or night shift, which may involve frequent contact with students, staff, and visitors. Positions in this class may at times during the year be required to work daytime or evening hours at special events or during winter, spring, or summer breaks. This class differs from the Head Custodian which is the journey-level class responsible for organizing, coordinating, and overseeing the work of assigned custodians and related positions at a school plant.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**  
*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Attends unit meetings, in-service training, workshops, and seminars to gather information required to perform job functions.
- Cleans assigned areas (e.g., sweeps, mops, scrubs, dusts and polishes surfaces, vacuums, cleans whiteboards, removes cobwebs picks up trash/debris, empties trash containers/receptacles) to maintain a safe, clean environment.
- Delivers a variety of items (e.g., supplies, mail, packages, furniture) to distribute materials to the appropriate parties within site.
- Organizes and performs routine manual work at assigned facility (e.g., classrooms, offices, gym, restrooms, multipurpose rooms, grounds) to maintain a sanitary, safe, and attractive environment; replenishes classroom and restroom supplies (e.g., paper towels, soap) to maintain adequate quantities for daily use.
- Performs minor, job-related, maintenance on custodial equipment, classroom furniture, and fixtures (e.g., changes vacuum cleaner belts and bags, lighting, bathroom dispensers, clogged toilets to ensure proper functioning and usability of items; assembles furniture, equipment, and other items, and installs as necessary (e.g. door stops, white boards, shelves).
- Performs seasonal maintenance (e.g., strip/wax floors, shampoos carpet, moves furniture) to complete

and/or facilitate summer projects.

- Prepares site for daily operations (e.g., unlocks and opens gates, raises flags, picks up trash, blows/sweeps walkway, removes graffiti) to ensure facilities are operational and hazard free.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, vandalism, alarms, etc.) and takes appropriate action or notifies appropriate personnel for resolution.
- Secures facilities and grounds (e.g., doors, windows, gates, alarms, lights) to minimize property damage, equipment loss and/or potential liability.
- Sets up and takes down equipment and furnishings (e.g., chairs, tables, bleachers, stages) to provide adequate arrangements for meetings, classroom activities, and other events.
- Supports other site maintenance staff (e.g., grounds, trades, athletics) to complete site custodial activities.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

*(At time of application)*

#### **Knowledge of:**

- Proper methods, techniques, materials, tools, and equipment used in industrial cleaning, including basic methods of cleaning floors, carpets, furniture, walls, and fixtures
- Proper methods of storing equipment, materials, and supplies
- Requirements of maintaining schools and buildings in a safe, clean, secure, and orderly condition
- Basic math
- Read, understand, and follow multi-step oral and written instructions in English
- Oral and written communication skills in English
- Interpersonal skills using tact, patience, and courtesy
- Safety and sanitary practices, procedures, and precautions

#### **Skills and Abilities to:**

- Perform routine custodial activities at assigned school site(s) or other District facilities
- Operate a variety of equipment and materials used in industrial maintenance, including electrical cleaning equipment and basic repair tools (e.g., vehicle, floor washer/buffer, backpack blower, scissor lift, boom lift, pressure washer, small hand/power tools)
- Use cleaning materials and equipment in a safe and efficient manner
- Perform minor, non-technical repairs
- Perform basic math
- Maintain District buildings and adjacent grounds in a clean, orderly, and secure condition
- Maintain tools and equipment in clean, working order
- Move and arrange furniture and equipment
- Read, understand, and follow multi-step oral and written directions
- Communicate effectively orally and in writing in English
- Establish and maintain cooperative and effective working relationships with others.
- Observe and report safety hazards and need for maintenance and repair
- Work effectively as part of a team
- Basic record-keeping techniques
- Observe and report safety hazards and need for maintenance and repair
- Meet schedules and timelines with constant interruptions
- Adapt to changing work priorities
- Proper lifting techniques
- Observe health, safety, and sanitary procedures, regulations, and precautions

- Work flexible hours

**RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized procedures; providing information and/or assisting others. There is a continual opportunity to have some impact on the organization’s services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High School diploma or equivalent.

**EXPERIENCE REQUIRED:**

Six (6) months of performing a variety of cleaning operations.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver’s License to operate a district vehicle as needed to conduct work.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam (C) through District’s provider at District’s expense
  - Enrollment in the Department of Motor Vehicles employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed both indoors and outdoors under extreme temperature variations and hazards such as driving a vehicle, working with a variety of custodial equipment and power tools, and regular exposure to biohazardous waste, hazardous materials, dirt, dust, fumes, unpleasant odors, and/or loud noises
- Employees are required to work irregular shifts depending on the season
- Drive a vehicle/golf cart to conduct work
- Visual acuity to see to drive, read a variety of materials, and
- Significant dexterity of hands and fingers to operate custodial equipment, power tools, and manipulate objects
- Hearing and speaking to exchange information on the radio, by phone, or in person
- Sitting, standing, or walking for extended periods of time and on uneven ground
- Regular lifting, carrying, pushing, pulling and/or moving moderate to heavy objects
- Reaching overhead, above/below the shoulders, and horizontally to retrieve and store equipment and supplies
- Bending at the waist, kneeling, crouching, and crawling
- Neck flexion/rotation
- Climbing, balancing, and working at heights
- Heavy manual labor