

DAY CUSTODIAN

BASIC PURPOSE OF THE JOB CLASSIFICATION

To perform a variety of responsible cleaning and custodial work at an assigned District site; to keep assigned areas in a clean and orderly condition; to be responsible for basic site security during an assigned shift; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive general supervision within an established framework of well-defined policies and procedures.

REPORTS TO

Custodial Supervisor and Director of Maintenance, Custodial, and Grounds

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(The following information is descriptive and is not restrictive as to duties required)

- Cleans classrooms, restrooms, cafeterias, multi-purpose rooms, libraries, offices, and related facilities.
- Performs a variety of cleaning duties such as sweeping, mopping, and scrubbing floors.
- Unlocks and locks doors and gates and turns lights on and off.
- Cleans, shampoos, and vacuums floors, rugs, and carpets.
- Applies gym finish to wood floors.
- Dusts, waxes, and polishes furniture and woodwork.
- Cleans walls, windows, sills, shelves, boards, trays, light covers, etc.
- Empties, cleans, and lines waste receptacles.
- Replenishes restroom supplies.
- May move and arrange furniture and equipment.

DAY CUSTODIAN - 2

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

- Operates scrubbers, buffers, waxers, vacuums, and other equipment and machinery.
- Participates in the selection of methods, materials, and procedures to be used in general custodial maintenance projects.
- Requests custodial supplies as needed.
- Observes and reports needed repairs, and/or sanitary and safety hazards, reporting hazards to an appropriate authority as needed.
- Maintains facility security during a work shift.
- May assist with and perform minor building maintenance work.
- Assists with the set-up and arrangement and/or take down of furniture and facilities for meetings, lunch, athletic contests, and special events.
- Responds to emergency cleanups, such as spills and clogged drains.
- Loads, unloads, picks-up, and delivers parcels, food, and supplies as assigned.
- Waters grounds as required.
- Assists with performing a variety of general maintenance, painting, basic electrical, basic carpentry, and basic plumbing tasks during the summer months, working under the direction of the Director of Maintenance, Custodial, and Grounds.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stands and walks for extended periods; stoops, kneels, and crouches to pick-up or move objects, office equipment, and furniture; ability to perform heavy physical labor for sustained periods of time; physical ability to lift and move objects weighing up to 50 pounds without assistance; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications; uses vacuum cleaners, scrubbers, buffers, and waxing equipment.

DAY CUSTODIAN -3

TYPICAL WORKING CONDITIONS

Work is performed in a variety of District facilities; some exposure to controlled and hazardous substances and chemicals; some contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of :

- Basic custodial supplies, equipment, and methods.
- Proper materials and methods used in cleaning work.
- Basic hand tools used in routine building maintenance.
- Safe work practices and procedures.
- Care and maintenance of custodial and gardening equipment and tools.

Ability to:

- Follow oral and written instructions.
- Safely use and apply cleaning agents, equipment, and materials.
- Read and write at the level required for successful job performance.
- Recognize and locate conditions which require maintenance and repair work.
- Use and care for tools.
- Work on own initiative without close supervision.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Previous work experience performing custodial work is highly desirable.

Special Requirements:

None

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry,

national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**