

## COLUSA COUNTY OFFICE OF EDUCATION

**CATEGORY: PROGRAM SUPPORT**

**CLASSIFICATION: DIRECT SUPPORT**

**JOB TITLE: CUSTODIAN**

### **BASIC FUNCTION:**

Under the direction of the Facilities Supervisor or designee, perform a variety of custodial duties and routine assistance; assure a clean, orderly and safe environment for students and staff; perform daily and periodic maintenance tasks.

### **REPRESENTATIVE DUTIES:**

Perform routine custodial duties necessary to keep assigned buildings and facilities clean and in a desirable condition. **E**

Clean and sanitize restroom facilities and fixtures including mirrors, sinks, urinals, toilets, and partitions; replenish supplies in restrooms including filling soap, toilet paper and paper towel dispensers. **E**

Sweep, vacuum, mop, wax, strip, and polish floors; vacuum and shampoo carpets. **E**

Dust and polish furniture, woodwork, fixtures, and equipment. **E**

Wash windows, mirrors, and walls. **E**

Clean and/or disinfect desks, tables and counter tops; clean whiteboards, chalkboards, trays and erasers; empty pencil sharpeners. **E**

Empty, clean and sanitize waste receptacles. **E**

Keep building and grounds neat and clean at all times; pick up paper and other debris from grounds and walkways. **E**

Clean light fixtures; replace lights, bulbs, and fluorescent tubes as necessary. **E**

Identify and report to supervisor any building maintenance needs in assigned buildings and facilities. **E**

Perform work in adherence to safe work practices and procedures and in compliance with applicable standards. **E**

Keep custodial cart and custodial closet neat, clean, and organized. **E**

Attend and participate in staff meetings and in-service training as directed. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Basic cleaning methods, procedures, and techniques
- Cleaning materials, supplies, and equipment
- Safe working methods and procedures
- Proper lifting techniques
- Record keeping techniques

ABILITY TO:

- Perform routine custodial duties at assigned facility
- Utilize cleaning materials, supplies, and equipment efficiently and effectively
- Operate a variety of custodial equipment
- Observe and report safety hazards and need for maintenance and repair
- Understand and carry out oral and written instructions
- Work constructively and effectively with minimum supervision
- Perform simple and repetitive tasks
- Observe health and safety regulations
- Meet schedules and time lines
- Establish and maintain cooperative working relationships
- Maintain confidentiality
- Lift and carry objects weighing up to 50 pounds, occasionally greater than 50 pounds
- Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license and disclosure of CA-DMV Driver Record (INF-1125) upon hire and/or request.
- Pre-employment physical examination with Lift test

**WORKING CONDITIONS:**

ENVIRONMENT:

- Indoor and outdoor
- Regular exposure to cleaning fumes, dust and odors
- Work near or with moving mechanical equipment
- Occasionally work on ladders

PHYSICAL ABILITIES:

- Lifting, carrying, pushing and pulling heavy furniture and equipment weighing up to 50 pounds, occasionally greater than 50 pounds
- Walking or standing for extended periods of time
- Dexterity of hands and fingers to operate equipment
- Bending at the waist, kneeling and squatting
- Reaching overhead, above shoulders and horizontally

Seeing necessary to assure a clean environment and maintain safety in the workplace  
Hearing and speaking to exchange information by telephone or in person

**HAZARDS:**

Contact with cleaning agents and chemicals

Potential for contact with blood-borne pathogens and communicable diseases

**Employee Group:** Classified - Unrepresented

**FLSA Status:** Non-Exempt

**Salary Schedule:** 625

**Approval Date:** April 2022