

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: CUSTODIAN****BASIC FUNCTION:**

Under the direction of an administrator, perform a variety of custodial duties to maintain an site in order to provide a clean and sanitary environment for students and staff; maintain site in an orderly and safe condition; assist with grounds keeping duties.

REPRESENTATIVE DUTIES:

- Perform a variety of custodial duties to maintain an site in order to provide a safe, clean and sanitary environment for students and staff; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in work areas; spot clean and shampoo carpets.
- Maintain site in an orderly and safe condition; clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed; check for vandalism on site.
- May assist with various grounds keeping duties; may assist with mowing, edging, pruning, watering landscaped areas by hand or sprinkler system; check sprinklers; hoe, weed and rake lawns.
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers and other items; wash mirrors, tile, walls and windows; clear routine blockages of drains, and toilets and replace urinal cartridges.
- Assist with the set-up of various events including moving and arranging furniture.
- Set alarms, open doors and gates and assure a safe campus environment according to established guidelines; secure buildings, doors, windows and gates.
- Perform minor, non-technical maintenance on equipment including sprinklers

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Proper methods of storing equipment, materials and supplies.

Appropriate safety precautions and procedures.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Perform moderately medium to heavy manual activities.

use cleaning materials, supplies and equipment.

Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

Operate a variety of custodial and grounds equipment including small power and hand tools.

Maintain tools and equipment in clean working order.

Understand and follow oral and written directions.

Observe health and safety regulations.

Operate a vehicle to conduct work.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent. Any combination equivalent to: sufficient training and six (6) months of experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license, TB Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Training Videos.

PHYSICAL DEMANDS/HAZARDS:

Dexterity of hands and fingers to operate a variety of custodial or grounds equipment.

Walk or stand for extended periods of time.

See and hear to perform custodial duties.

Lift, carry, push and pull objects weighing up to 50 pounds and over 51 pounds with assistance.

Bend at the waist, kneel or crouch.

Reaching overhead, above the shoulders and horizontally.

Climb ladders and work from heights.

Work around and with machinery having moving parts.

Exposure to cleaning agents, chemicals and bodily fluids.