

CUSTODIAN, SPECIAL EDUCATION CENTER

DEFINITION

Under supervision, to follow a schedule in the performance of custodial duties required to maintain assigned rooms, equipment, buildings and adjacent areas in a clean, orderly and secure manner; and to do related work as required.

EXAMPLES OF DUTIES

Sweep, mop, strip, wax and seal floors; vacuum and shampoo rugs and carpets; dust, wash and polish furniture and woodwork; empty and clean waste receptacles; wash windows, walls, sinks and fountains; clean restrooms; sweep sidewalks, pick up papers, wash eating areas; polish metal work; fill towel and soap dispensers and generally replenish supplies; replace light bulbs and tubes; do emergency clean up resulting from breakage, vandalism, graffiti, spilling or illness; clean chalkboards and trays; turn lights on or off and lock doors, windows and gates; assist in moving, arranging and setting up furniture and equipment; assist in vandalism prevention and reporting; may make minor repairs and install small fixtures; assist in the maintenance of the pool, including cleaning, vacuuming and chemical testing; assist in the training, inspecting and reporting the performance of the Special Education Center student in applied custodial training.

QUALIFICATIONS

Knowledge of

Methods, materials and equipment used in cleaning various types of surfaces and furniture; safety related to cleaning methods, practices and equipment; general knowledge of operation of fire alarm systems and equipment, heating and air conditioning equipment, and pool maintenance.

Ability to

Maintain work schedules; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; work without immediate supervision; obtain a Pool/Safety Operation Certificate; learn methods of assisting special education teacher in training, after appropriate training safely use machines, equipment, and tools related to job duties; inspecting and reporting the performance of special education center students in applied custodial training.

Experience

None required.

Education

Equivalent to the completion of the eighth grade, twelfth grade preferred.

Physical Performance Requirements

Frequent lifting and maneuvering of up to 50 to 60 pounds, with occasional lifting and maneuvering of up to 100 pounds with or without assistance. Frequent standing or walking much of the time with some twisting, bending, stooping, and squatting also required. May work on irregular surfaces or at heights above the ground.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: October 10, 1979

Revised: June 7, 1990

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