



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## CUSTODIAN I

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform routine custodial duties at sites during assigned day or night shift to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition; operate and maintain a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner; performs other job-related duties as assigned and/or as required.

### DISTINGUISHING CHARACTERISTICS:

The Custodian I classification is the entry-level class in the Custodial series. Incumbents in this classification perform routine custodial duties at assigned school sites under the direction of the Custodial Supervisor and have at least one year of experience in general building and grounds maintenance. Incumbents in the Custodian II classification perform journey-level custodial duties at assigned school sites and have a minimum of two years of experience providing general custodial services. Incumbents in the advanced level of the Custodian III classification have three or more years of experience and assume lead responsibilities of custodial operations at assigned school sites by scheduling work of custodial crews in cleaning and maintaining large buildings and adjacent ground areas.

### ESSENTIAL DUTIES:

- Perform routine custodial duties at various sites during an assigned shift to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.
- Clean classrooms, offices, cafeterias and other facilities of an assigned site; sweep, scrub and mop floors; vacuum rugs and carpets in classrooms, offices and other work areas; strip, wax and refinish floors; shampoo and spot clean carpets.
- Dust and Polish furniture, light fixtures and woodwork; clean whiteboards/chalkboards, trays and eraser; empty and clean waste receptacles and pencil sharpeners; clean and adjust shades or blinds.
- Clean, scrub and disinfect student and staff restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains.
- Pick up paper, trash and remove debris around school grounds and in buildings; sweep and clean walkways and entrances.
- Move and arrange furniture and equipment; set up facilities for special events and meetings.
- Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes; plunging toilets and sinks and changing fuses as related to custodial equipment identify and report maintenance problems.
- Operate and maintain a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner and small power and hand tools; replace bags on vacuum cleaners as necessary.

- Ensure security of facilities during assigned hours; lock gates, doors and windows; monitor facilities for vandalism and safety and fire hazards and report to appropriate personnel; raise and lower flags, lock and unlock gates and doors; set security systems, as needed.
- Perform emergency cleanup service resulting from breakage, vandalism, spills, illness and injury
- Inspect fire extinguishers in accordance with established procedures.
- Conduct emergency cleanup service resulting from breakage, vandalism, spills, illness and injury.
- Assist with coordinating service repairs with outside providers and vendors; assist in receiving and distributing supplies and equipment.
- Perform other job-related duties as assigned and/or as required

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Basic cleaning methods, procedures and techniques.
- Cleaning materials, supplies and equipment.
- Safe working methods and procedures.

ABILITY TO:

- Perform medium to heavy manual activities
- Use cleaning materials, supplies and equipment efficiently and effectively
- Understand and follow oral and written directions
- Establish and maintain cooperative working relationships with persons of varying ethnicity and culture.

**EXPERIENCE AND EDUCATION:**

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

The equivalent of six months of full-time, paid experience in custodial work preferably in a school setting. Recent job-related experience within the last five years is required.

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Verification of a valid California Department of Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.

**PREFERRED QUALIFICATIONS:**

N/A

## **WORKING CONDITIONS:**

### ENVIRONMENT:

Indoor and outdoor work environment. May drive a district vehicle to conduct work.

### PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will infrequently exert 50 to 75 pounds of force to lift, carry, push, pull or otherwise move objects
- Will walk or stand for extended periods while sitting some of the time; will regularly ascend and descend ladders, stairs, and ramps
- Must possess the ability to hear and perceive the nature of sound
- Must possess visual acuity and depth perception
- Must be capable of providing oral information, both in person and over the telephone/other communication devices
- Must possess the manual dexterity to operate hand tools and to handle and work with various materials and objects

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### POTENTIAL HAZARDS:

Exposure to chemicals; working around and with machinery having moving parts; exposure to dust, fumes and odors. Excessive noise. May be occasionally exposed to hot, cold, wet, humid, or windy conditions caused by weather

**Revision Date: 2/1/2024**