



PERSONNEL COMMISSION

Class Code: 0139
Salary Range: 14 (C1)

CUSTODIAN

JOB SUMMARY

Under close supervision, perform routine custodial activities at assigned school site(s) or other assigned District facilities; assist in the maintenance of buildings and adjacent grounds areas to assure a clean, orderly and secure condition; serve on a small crew to perform routine and/or periodic deep cleaning of District facilities; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets. **E**
- Clean classrooms, restrooms, cafeterias, kitchens, lounges, offices and other facilities as assigned; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed. **E**
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors and tile; unclog drains and toilets. **E**
- Assist with picking up paper and other debris from school grounds, walkways and areas adjacent to school facilities; inspect roof tops and rain gutters as assigned; sweep concrete surfaces adjacent to school building; water landscaped areas as assigned. **E**
- Replace light bulbs and tubes, clean chalkboards and erasers and empty pencil sharpeners; clean tables, chairs, walls, windows, blinds and floors. **E**
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; turn boilers and heaters on and off as necessary; set alarms as appropriate. **E**
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned. **E**
- Report safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority. **E**
- Perform emergency shut off of major utility services; operate emergency generators as necessary. **E**
- Prepare classrooms, multi-purpose rooms and other facilities or areas for special

events or meetings as assigned; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; clean up furniture, equipment and debris following these events. ***E***

- Move and arrange furniture and equipment; dust and polish furniture and woodwork; perform minor repairs to furniture and equipment as needed. ***E***
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods. ***E***
- Remain on call for emergency custodial needs as assigned.

Note: At the end of some of the duty statements there is an italicized “E” which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Custodians work most assignments at night. Positions working in boys' or men's locker or shower rooms may be filled only by male employees; those in girls' or women's locker or shower rooms may be filled only by female employees.

EMPLOYMENT STANDARDS

Knowledge of:

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

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

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

Appropriate safety and sanitary precautions and procedures.

Proper lifting techniques.

Ability to:

Perform routine custodial activities at assigned school site(s) or other assigned District facilities.

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

Use cleaning materials and equipment in a safe and efficient manner.

Operate a variety of custodial equipment.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.

Perform minor non-technical repairs.

Understand and follow oral and written directions.
Observe health and safety regulations.
Meet schedules and time lines.

Education and Training:

Completion of the eighth grade.

Experience:

Six months of recent full-time paid janitorial or custodial experience.

OR

Proof of enrollment in or successful completion of the Building Maintenance/Custodial Services class offered by the Long Beach School for Adults shall substitute for the required education, training and experience.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions assigned to a cleaning crew at the Operations or Nutrition Services Branches require the use of a personal automobile and possession of a valid California Class C driver's license.

Incumbents working on the Kitchen/Bathroom cleaning crew may be assigned to a weekend schedule.

WORKING ENVIRONMENT

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.
Exposure to cleaning agents and chemicals.
Working on ladders.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, moderately heavy objects (15 to 38 pounds).
Pushing and pulling heavy objects (50-100 pounds or more) with the use of dollies or other equipment as assigned by the position.
Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights to replace light bulbs.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Revised: 10/24/2002

Revised: 4/17/2008

Revised: 9/10/2009

Revised: 7/10/2014

Revised: 6/08/2017

Revised: 3/15/2018