



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Custodian I	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 38

BASIC FUNCTION:

Under general direction of an assigned supervisor and/or guidance of a lead Custodian II, perform routine custodial activities at assigned school sites or facilities; clean and maintain buildings and ground areas and maintain them in a clean, orderly and secure condition; and operate a variety of cleaning equipment used to perform job responsibilities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- In accordance with the District cleaning standards, perform routine custodial activities at assigned school sites or facilities; sweep, scrub, mop, strip, wax, disinfect and polish floors; vacuum rugs and carpets in classrooms, offices, , auditoriums, kitchens, assembly areas and other areas; spot clean and shampoo carpets
- Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls and windows; unclog drains and toilets; polish metal work
- Pick up paper and other debris and sweep school grounds and/or other assigned areas
- Operate custodial equipment such as vacuums, mops, small hand and manual tools, buffer/scrubber machines and other equipment as assigned; operate a variety of cleaning equipment utilized in custodial work, including industrial floor scrubber/stripper/polisher and large wet mops
- At designated sites, drive a District off-street vehicle as needed to perform duties
- Replace light bulbs and tubes; clean chalkboards, white boards, trays and erasers; empty pencil sharpeners; clean tables, chairs and floors; wash windows, blinds, counters, sinks, and walls
- Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events

- Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as appropriate
- Report safety, sanitary and fire hazards to appropriate personnel; perform minor maintenance tasks such as removing graffiti, repairing furniture; report need for maintenance and repairs to Custodian II or supervisor
- Participate in the thorough cleaning and restoration of campus facilities during recess periods

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work
Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures
Proper methods of storing equipment, materials and supplies
Requirements of maintaining buildings in a safe, clean and orderly condition
Appropriate safety precautions and procedures
Proper lifting techniques

ABILITY TO:

Communicate effectively with students and adults
Perform routine custodial activities at assigned school sites or facilities
Maintain buildings and grounds areas 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
Understand and follow oral and written directions
Observe health and safety regulations
Meet schedules and time lines

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and one year of general custodial experience

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Regular exposure to fumes, dust, dirt, oil/grease
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools

Hearing and speaking to exchange information

Seeing to read and perform tasks requiring vision (which may require corrective lenses)

Perform work which involves lifting, carrying, pushing and/or pulling objects typically weighing 50 pounds, and occasionally and with assistance up to 100 pounds

Reaching overhead, above the shoulders and horizontally

Bending at the waist, kneeling or crouching

Climbing ladders and working from heights

Standing for extended periods of time

HAZARDS:

Working around and with machinery having moving parts

Working at heights

Exposure to blood borne pathogens and infectious diseases