

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: CUSTODIAN I/II

BASIC FUNCTION:

To clean and maintain assigned school facilities, group of buildings, office spaces and adjacent grounds, belonging to the Santa Clara County Office of Education, in a clean, orderly, and secure manner. Employees in the class receive direct to general supervision within a framework of standard policies and procedures. Employees in this class exercise responsibility for the general cleanliness of assigned location(s) and facilities.

DISTINGUISHING CHARACTERISTICS:

Custodian I is the entry-level class in the alternate class series. This class is distinguished from the Custodian II by the performance of the more routine tasks and duties assigned to the position. Employees in this class receive direct to general supervision within a framework of standard policies and procedures.

Custodian II is the advanced classification within the alternate class series. Employees in this class are distinguished from the Custodian I by the performance of the full range of duties as assigned, including advanced floorcare on a consistent basis, HEPA filter maintenance and replacement for air purifiers, and the monthly inspection of fire extinguishers. Employees in this classification receive general to limited supervision within a framework of standard policies and procedures.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the duties described below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities of this class, but is intended to accurately reflect the principal job elements.

ESSENTIAL DUTIES:

Performs routine janitorial and custodian functions at assigned site.

Cleans and sanitizes restrooms, locker rooms, showers, swimming pool deck areas, sinks, wash bowls, and urinals.

Sweeps, scrubs, strips, mops, cleans, and apply finish to concrete, linoleum tile, and wood floors of rooms, hallways, stairs, and fire escapes.

Performs advanced floorcare, including floor restoration and the use of carpet extraction equipment, such as bonneting and ride-on carpet extractors.

Vacuums and shampoos rugs and carpeted areas.

Cleans ceilings, walls, window blinds and window coverings including drapes and blinds; washes windows.

Clears and removes paper and other debris from school or facility grounds, entrances, stairwells, walkways, and adjacent landscaped areas as assigned.

Dusts, washes, and polishes SCCOE-owned furniture and woodwork.

Sweeps adjacent concrete and asphalt areas as assigned.

Empties and cleans waste receptacles including trash barrels.

Polishes metal work; cleans chalkboards, whiteboards and other writing surfaces.

Refills paper/soap dispensers in restrooms and kitchen areas.

Operates equipment such as vacuums, floor cleaning and polishing machines, and scrubbers.

May raise and lower flags; ensures security of assigned areas; locks and unlocks gated areas, doors, and activates/deactivates security systems as assigned.

Performs emergency clean-up service resulting from clogged drains, breakage, vandalism, spilling, and illness including bodily fluids.

May assist with simple setup, moves, and arrangement of furniture and equipment for assemblies, meetings, or other special events upon request.

Maintains assigned equipment and materials used in the course of work.

Inventories cleaning supplies, materials, and equipment; makes requests for needed supplies.

Performs routine maintenance, non-technical and minor repairs such as ensuring fire extinguishers are in good working order monthly and changing filters on SCCOE-owned air purifiers.

Notifies management concerning the need for major repairs or additions.

Eliminates and/or reports safety, sanitary, and fire hazards to the appropriate authority.

Maintains routine records related to job functions assigned.

Acts a part of the emergency response team in the event of electrical, water, or gas emergency.

OTHER DUTIES:

Perform other duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods, techniques, tools, and equipment.

Proper materials and procedures used for cleaning purposes.

Safe work practices related to equipment operation and chemicals used in janitorial and custodial work.

ABILITY TO:

Read at a level sufficient to successfully perform required duties.

Understand and follow oral and written instructions.

Safely use and apply custodial cleaning agents, equipment, and materials.

Effectively maintain the security of assigned areas.

Meets the physical requirements necessary to perform required duties in a safe and effective manner.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

CUSTODIAN I: Generally, any combination of training and/or experience that provides the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be:

- One year of custodial work experience or completion of a custodial training program.

CUSTODIAN II: At least one year incumbency as a Custodian I at SCCOE and the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be:

- Proficiency in the use of carpet extraction equipment from bonneting to ride-on carpet extractors.
- Proficiency in the use of equipment/chemicals that allow a floor to be restored to a high shine and/or stripped and re-finished.
- Ability to inspect fire extinguishers on a monthly basis to ensure good operating condition, and report those that are in need of a repair immediately.
- Ability to change HEPA filters in various air purifiers to ensure the air purifier operates effectively and to report those that may need repairing or replacing.
- Ability to work independently with little to no direct Supervision.

LICENSES AND OTHER REQUIREMENTS:

A valid and appropriate California Driver's License.

A driving record that meets the insurance requirements of the County Office of Education.

WORKING CONDITIONS:

ENVIRONMENT:

While performing the duties of this job, the employee works in an indoor and outdoor environment. The employee is occasionally exposed to variances in temperature, dust, chemicals, bloodborne pathogens, wet and/or humid conditions; moving mechanical parts, work on ladders, fumes, or airborne particles, toxic, or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand; walk, including walking on gravel or uneven surfaces; bend at the neck or waist; use hands to finger, handle, or feel; reach with hands and arms; and talk to hear. The employee is occasionally required to push, pull, squat, stoop, kneel, twist, crouch, or crawl. The employee must occasionally lift, carry, maneuver, and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Personnel Commission Approval: 08/27/84
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Marisa Perry
Director III – HR / Classified Personnel Services

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