

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: CUSTODIAN

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, maintain an assigned school plant, group of buildings or office space in a clean, orderly and secure manner during an assigned shift.

#### REPRESENTATIVE DUTIES:

Sweep, scrub, mop and oil floors; vacuum rugs and carpets. **E**

Dust and polish furniture and woodwork; clean chalkboards and erasers; empty pencil sharpeners. **E**

Empty and clean the waste receptacles; refill dispensers with appropriate soap and paper products. **E**

Clean, scrub and disinfect restrooms, showers and related areas; wash windows, walls, tables and benches; polish metal work, clean sinks, mirrors and other bathroom fixtures. **E**

Maintain custodial equipment and materials; maintain various classroom and rest room supplies, including paper towels, soap and related items; request additional materials according to established procedures. **E**

Assure security of buildings and grounds during assigned times; lower flags; lock and unlock doors and gates. **E**

Pick up paper and other debris from grounds and buildings. **E**

Report damage or unsafe conditions to assigned supervisor. **E**

Adjust and arrange furniture and equipment; set up facilities for special events and meetings as assigned. **E**

Perform general maintenance duties as requested.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

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

Cleaning materials, disinfectants and equipment used in custodial work.

Safety practices and work methods.

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

##### ABILITY TO:

Maintain an assigned school plant, group of buildings or office space in a clean, orderly and secure manner during an assigned shift.

Learn custodial procedures, methods and schedules.

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

Work cooperatively with others.

Meet schedules and time lines.

Understand and follow oral and written directions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

**PHYSICAL ABILITIES:**

Bending, pushing, moving, lifting up to 75 pounds, standing and walking for extended period, bending at the waist, pushing, pulling, carrying, twisting/turning, climbing ladders, seeing to assure proper and complete cleaning, and dexterity of hands and fingers to operate power cleaning equipment.

**HAZARDS:**

Exposure to cleaning chemicals and related fumes.