

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED AUGUST 2007
RANGE: 38.5
MAINTENANCE/OPERATIONS/MECHANICAL SERVICES SERIES
CLASSIFIED
CODE: 2,3,4,5,7,9**

CUSTODIAN I

DEFINITION

Under supervision, to maintain an assigned facility, group of buildings, or office space in a clean, orderly, and secure manner following a predetermined schedule;

to do other related work as required.

EXAMPLES OF DUTIES

Sweeps, mops, strips, waxes, and seals floors;

vacuums rugs and carpets;

dusts, washes, and polishes furniture and woodwork;

empties and cleans waste receptacles, including trash barrels;

cleans restrooms and work areas;

washes windows and walls;

polishes metalwork;

cleans chalkboards;

moves and arranges furniture and equipment in preparing multipurpose rooms or classrooms for special events or meetings;

replaces light bulbs and lighting tubes;

cleans window coverings, such as drapes and blinds;

picks up paper and other debris from grounds, walk areas, and the areas adjacent to the facilities;

sweeps concrete surfaces adjacent to buildings;

performs emergency cleanup service resulting from breakage and vandalism;

may lock and unlock gates and doors;

may set security;

may perform minor maintenance tasks in keeping assigned areas safe and operational;

may occasionally perform routine grounds maintenance functions;

assists in reporting and preventing facility vandalism;

maintains equipment and supplies in proper condition;
may assist in distributing supplies and/or equipment.

QUALIFICATIONS

Knowledge of:

Basic cleaning methods, procedures, and techniques;
cleaning materials, supplies, and equipment;
safe working methods and procedures.

Ability to:

Perform moderately heavy manual activities;
efficiently and effectively use cleaning materials, supplies, and equipment;
understand and carry out oral and written directions;
establish and maintain cooperative working relationships;
lift 50 pounds, climb ladders, stoop, bend, kneel, squat, crawl, stand for long periods of time, work with arms extended above body, and see and hear sufficiently to safely perform the duties listed above.

Experience:

Six months of experience involved with the care and cleaning of buildings and facilities.

Education:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

Condition of employment:

Pre-employment drug testing along with a pre-employment physical is a condition of employment.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

8/9/07

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Added the Pre-employment drug testing on 7/25/07