

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: CUSTODIAN**

**BASIC FUNCTION:**

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

**REPRESENTATIVE DUTIES:**

Water shrubs and lawns; sweep, scrub, strip, wax, polish floors and vacuum and shampoo rugs and carpets according to a prepared work schedule.

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

Empty and clean the waste receptacles; pick up paper; refill dispensers and collect from receptacles.

Perform minor maintenance of custodial equipment and materials; maintain various classroom and restroom supplies, including paper towels, soap and related items.

Perform minor, non-technical repairs and minor preventative maintenance necessary to keep equipment, buildings and fixtures within an assigned area operative, safe and clean as time allows; report other repair and maintenance needs.

Maintain various classroom and restroom supplies, including paper towels, soap and related items.

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

Ensure security of buildings and grounds during assigned times; raise or lower flags; lock and unlock doors and gates.

Sweep and hose sidewalks and grounds; 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.

Pick up paper and other debris from grounds and buildings.

Report damage or unsafe conditions to assigned supervisor and take appropriate measures as required.

May operate power sweeper and other related equipment.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Modern cleaning methods including basic methods of cleaning and preserving floors, 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:

Learn the schedules, procedures and use of custodial tools and supplies.

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

Perform minor non-technical, unskilled preventative maintenance on equipment, buildings, and fixtures as assigned.

Work cooperatively and effectively with others.

Lift objects weighing up to 80 pounds using safe and proper methods and/or equipment.

Move objects weighing over 80 pounds using safe and proper methods and/or equipment.

Meet schedules and time lines.

Understand and follow oral and written directions.

Work during an assigned day, evening or night shift.

#### 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.

#### WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to lifting, climbing, bending, pushing, standing, dust and fumes from chemicals.