

# Job Description

San Ramon Valley Unified School District

## Custodian

### **Purpose Statement**

The job of Custodian is done for the purpose of providing custodial services at assigned site(s); ensuring an attractive, sanitary, and safe environment for students, staff, and visitors; performing a variety of special cleaning operations; assisting in preparing facilities for classroom activities and campus events; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to Assigned Supervisor

### **Essential Functions**

- Cleans assigned facilities and grounds for the purpose of maintaining a sanitary, safe, and attractive environment.
- Assist with debris removal for the purpose of ensuring cleanliness, access to, and safety of District facilities.
- Participates in and attends meetings for the purpose of gathering information required to perform job functions.
- Delivers a variety of items for the purpose of distributing materials to the appropriate parties.
- Informs students and District personnel for the purpose of providing information and direction regarding activities, safety issues, and proper maintenance of facilities and equipment.
- Inspects facilities for the purpose of identifying needed repairs in accordance with written department procedures and ensuring that facilities are clean and suitable for safe occupying.
- Monitors work areas for the purpose of preventing injuries and ensuring site safety.
- Performs summer maintenance for the purpose of ensuring District facilities are prepared for Fall school opening.
- Prepares site for daily operations for the purpose of ensuring facilities are operational and hazard free.
- Replenishes classroom and restroom supplies for the purpose of ensuring adequate quantities for daily use.
- Responds to inquiries from stakeholders for the purpose of providing information, taking appropriate action, and directing them to appropriate personnel for resolution.
- Responds to immediate safety and operational concerns for the purpose of taking appropriate action and notifying appropriate personnel.
- Secures facilities and grounds for the purpose of safety and security.
- Identifies and reports safety, maintenance and repair needs for the purpose of ensuring that the site is suitable for safe operations.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups including outside user groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization’s services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is preferred.

**Education (Minimum):** High school diploma or equivalent.

**Required Testing**

None Required

**Certificates and Licenses**

Valid Driver’s License

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training

**Clearances**

Criminal Background Clearance  
Physical Capacities Test Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Salary Grade**

Range 3

**Revised Date**