

AMADOR COUNTY OFFICE OF EDUCATION NIGHT CUSTODIAN

DEFINITION

Under supervision, to keep assigned buildings, classrooms and office spaces clean and orderly; to perform custodial tasks in the care of floors, furniture, walls and equipment; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform routine custodial duties with occasional requirements to perform limited grounds maintenance duties. Incumbent may intermittently substitute as Maintenance I when needed. The following duties are typical of the positions in this class collectively, but no one position would normally include all of these duties, nor is any one position necessarily limited to any one of these duties. Positions in this class perform work which is highly structured, which seldom varies and which is performed in accordance with established instructions.

EXAMPLES OF DUTIES

Sweeps, scrubs, mops, waxes and oils floors; vacuums rugs and carpets in classrooms, offices, workshops and other work areas; dusts and polishes furniture and woodwork; empties and cleans waste receptacles and pencil sharpeners; cleans and restocks rest rooms; washes windows, chalk/white boards and walls; polishes metalwork; takes routine care of custodial equipment and materials; moves and arranges furniture and equipment; sets up auditorium, cafeteria and classrooms for special events and meetings; makes minor non-technical repairs to building and fixtures; replaces lights; cleans and adjusts shades and blinds; adjusts desks and other furniture; scrapes and refinishes floors; turns lights on and off; unlocks and locks doors and gates; cleans and waxes desks; picks up paper and debris; picks up trash containers and empties into large bins; delivers supplies to classrooms; may assist others in making repairs; cleans vandalized walls as necessary; and performs related work as required.

LICENSES REQUIRED

TB test clearance, Criminal Justice Fingerprint Clearance.

QUALIFICATIONS

Knowledge of:

- Basic methods, materials and equipment used in custodial work;
- Good work habits;
- Safe work practices;
- Basic tools used in the routine maintenance of campus grounds and walkways.

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Ability to:

Learn schedules, procedures and the use of tools and equipment used in custodial work;
Work with limited supervision;
Learn to use cleaning materials, disinfectants and equipment used in custodial work;
Understand and carry out oral and written instructions;
Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing custodial work in buildings.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position requires the prospective employee to pass a pre-employment physical.

Physical Requirements

CUSTODIAN

1. Employee lifts/carries 85 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 50 pounds frequently (34-66% of the time).
3. Employee lifts/carries 20 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 89.9 pounds on objects.
5. Employee's position requires pulling a maximum force of 94 pounds on objects.

Mobility

Positions in this class require the mobility to stand, stoop, reach and bend.

Other Conditions

Incumbents may be required to work with harsh or toxic substances. Lifting items over 85 pounds requires two people.

SALARY LEVEL

Range 33 of the ACOE Classified Salary Schedule