

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: CUSTODIAN I

BASIC FUNCTION

To clean and maintain assigned school facilities, group of buildings, office spaces and adjacent grounds, belonging to the Santa Clara County Office of Education, in a clean, orderly, and secure manner. Employees in the class receive direct to general supervision within a framework of standard policies and procedures. Employees in this class e

Custodian I is the entry-level class in the alternate class series. This class is distinguished from the Custodian II by the performance of the more routine tasks and duties assigned to the position.

Custodian II is the advanced classification within the alternate class series. Employees in this class are distinguished from the Custodian I by the performance of the full range of duties assigned including advanced floorcare on a consistent basis, HEPA filter maintenance and replacement for air purifiers, and the monthly inspection of fire extinguishers. Employees in this classification receive general to limited supervision within a framework of standard policies and procedures.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the duties listed below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities of this class, but is intended to accurately reflect the principal job elements.

ESSENTIAL DUTIES:

Performs routine janitorial and custodian functions at assigned site

Cleans and sanit

Cleans ceilings, walls, window blinds and window coverings including drapes and blinds; washes windows

Clears and removes paper and other debris from school grounds, entrances, stairwells, walkways, and adjacent landscaped areas as assigned

Dusts, washes, and polishes school owned furniture and woodwork

Sweeps adjacent concrete and asphalt areas assigned

Empties and cleans waste receptacles including trash barrels

Polishes metalwork; cleans chalkboards, whiteboards and other writing surfaces

Refills paper/soap dispensers in restrooms and kitchen areas

Operates equipment such as vacuums, floor cleaning and polishing machines, and scrubbers

May raise and lower flags; ensures security of assigned areas; locks and unlocks gated areas, doors, and activates/deactivates security systems as assigned

Performs emergency clean-up service resulting from clogged drains, breakage, vandalism, spilling, and illness including bodily fluids.

May assist with simple set

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KNOWLEDGE OF:

Modern cleaning methods, techniques, tools, and equipment

Proper materials and procedures used for cleaning purposes

Safe work practices related to equipment operation and chemicals used in janitorial and custodial work

ABILITY TO

Read at a level sufficient to successfully perform required duties

Understand and follow oral and written instructions

Safely use and apply custodial cleaning agents, equipment and materials

Effectively maintain the security of assigned areas

Meets the physical requirements necessary to perform required duties in a safe and effective manner.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE

CUSTODIAN Generally, any combination of training and/or experience that provides the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be:

- One year of custodial work experience or completion of a custodial training program.

CUSTODIAN II At least one year incumbency as a Custodian I in the SCCO in the

While performing the duties of this job, the employee is frequently required to stand/walk, including walking on gravel or uneven surfaces; bend at the neck or waist; use hands to finger, handle, or feel; reach with hands and arms; and talk to hear. The employee is occasionally required to push, pull, squat, stoop, kneel, twist, crouch, or crawl. The employee must occasionally lift/carry, maneuver, and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Personnel Commission Approval 08/27/84
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Marisa Perry
Director III – HR/ Classified Personnel Services

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