

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Custodian	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Assigned Site/Location	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	261 Days
<b>BOARD APPROVAL:</b>	July 29, 2009	<b>SALARY:</b>	N-25/Operations Salary Schedule

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**BASIC FUNCTION:**

Under the direction of an assigned supervisor or designee, clean and maintain an assigned school facility, group of buildings, or office space in a sanitary, orderly, and reasonable, timely manner to provide a safe and high quality learning environment for students and staff.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Interior floor care such as: sweep, mop, strip, wax, scrub and seal floors. *E*

Carpet care such as: vacuuming, shampooing, surfacing and deep cleaning. *E*

Dust, wash, and disinfect furniture and woodwork. *E*

Empty and clean waste receptacles, including trash barrels and replace liners as needed. *E*

Clean and disinfect the restrooms, locker rooms, showers, kitchen, cafeteria areas and classrooms. *E*

Wash windows and walls, polish metal work, clean chalkboards and/or dry erase boards; clean window coverings, such as drapes and blinds. *E*

Move and arrange furniture and equipment as directed by supervisor or designee. *E*

Prepare, set up, and takedown furniture, equipment, and materials for special events and meetings to provide students access to various learning activities. *E*

Pick up paper and other debris from school grounds, walkways, and gutters; use blowers to clean and pick up leaves and debris around campus; clean graffiti as needed around campus and around perimeter of school; sweep or blow concrete surfaces adjacent to the school site; power wash site. *E*

Perform in a reasonable, timely manner emergency cleanup services including but not limited to, fire, flood, vandalism, spilling, and illness. *E*

Perform basic yard work to pull weeds in flower beds and rake and blow leaves. *E*

Lock and unlock gates and doors, secure site upon leaving and set security systems in a reasonable, timely manner for the safety of students, staff and the District's buildings and inventory. *E*

Perform basic maintenance work as assigned related to custodial supplies such as; soap/towel dispensers, pencil sharpeners, adjustment of furniture and replacing of light bulbs, tubes and lamps. *E*

Maintain custodial equipment in a sanitary manner; perform routine clean up of biological hazards as needed. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed below with previous custodial experience preferred.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Current basic cleaning and disinfecting methods, procedures, and techniques.
- Cleaning materials, supplies, equipment and storage.
- Safe working methods and sanitation procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Proper lifting techniques.
- District goals.

**ABILITY TO:**

- Efficiently and effectively use cleaning materials, supplies, and equipment.
- Perform simple and repetitive tasks.
- Read and write at a level appropriate to the duties of the position and follow both oral and written directions effectively in English.
- Maintain cooperative working relationships and communicate with a diverse range of people using patience and courtesy.
- Operate a variety of custodial equipment such as: pressure washers, blowers, vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment.
- Observe and report safety hazards for maintenance or repair needs.
- Perform strenuous physical work.
- Actively participate in meeting District goals.
- Apply integrity and trustworthiness in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment; exposure to dust, bloodborne pathogens, variances in temperature, and equipment with moving parts; contact with cleaning agents and chemicals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, lifting, carrying, pushing, pulling and moving heavy furniture and equipment; climbing stairs, ladders and ramps; walking or standing for extended periods of time; dexterity to operate equipment; bending at the waist; reaching overhead and horizontally.

Fresno Unified School District is an Equal Opportunity/Affirmative Action Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E= Essential Functions*

**APPROVALS:**

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 Kim Mecum, Associate Superintendent  
 Division of Human Resources

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Date

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 Michael E. Hanson  
 Superintendent

\_\_\_\_\_  
Date

Custodian.MEY 7/29/09