

Oak Park Unified School District

CUSTODIAN POSITION

DEFINITION

This is a 12-month position, up to 3.75 hours per day or 8 hours per day, as assigned
Salary: Range 14 on Classified Salary Schedule CL or CC/CH, as assigned

Under direction of an assigned supervisor, perform a variety of routine cleaning and custodial duties during daytime or evening hours; clean and maintain assigned classrooms, offices, buildings and other District facilities in and orderly and secure condition.

EXAMPLES OF DUTIES

Clean and maintain assigned classrooms, offices, restrooms, gymnasiums, cafeterias and other facilities in an orderly and secure condition; sweep, mop, strip and wax floors; employ energy conservation methods and procedures whenever possible; vacuum and shampoo carpets; empty, wash and line trash receptacles; clean restroom toilets, sinks, mirrors and walls; stock paper supplies and fill dispensers; clean chalkboards and erasers; dust furniture, desks and other areas; operate cleaning equipment including vacuum cleaner, buffer, waxer and stripper; maintain security of assigned areas by locking doors, gates and windows; move desks and furniture and prepare for meetings and special events; replace light bulbs and make minor repairs and adjustments to furniture and equipment in emergency situations or as time allows; report safety hazards according to established procedures; pick up litter and sweep walkways; lower and store flags; participate in major cleaning projects as assigned; perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of: Energy conservation methods and procedures; modern cleaning methods, equipment and materials used in custodial work; safe work practices; preferred methods of cleaning and preserving floors, walls and fixtures; operation of cleaning equipment including vacuum cleaner, buffer, waxer and stripper; health and safety regulations.

Ability to: Clean and maintain classrooms, offices and other facilities in an orderly and secure condition; climb ladders and lift heavy objects properly; learn and follow cleaning schedules; understand and follow oral and written directions.

Education and Experience: Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

Working Conditions: Indoor and outdoor environment; subject to lifting and moving heavy objects, climbing ladders; contact with cleaning agents and chemicals; subject to working daytime or evening hours.

Hours:

Full time position - 8 hours per day, as assigned.

Part time position – up to 3.75 hours per day, as assigned.

PHYSICAL ABILITIES

- *Visual capability to read handwritten or typed documents, and the display screen of various office equipment and machines.*
- *Able to conduct verbal conversation.*
- *Able to hear normal range verbal conversation (approximately 60 decibels).*
- *Able to sit, stand, stoop, kneel, bend, walk.*
- *Able to climb slopes, stairs, steps, and ladders.*
- *Able to push and/or pull a variety of tools and equipment weighing up to 80 pounds.*
- *Able to lift up to 80 pounds frequently.*
- *Able to carry up to 80 pounds frequently.*
- *Able to sustain strenuous manual labor for 8 hours with legal breaks.*
- *Able to exhibit full range of motion for shoulder external rotation and internal rotation.*
- *Able to exhibit full range of motion for shoulder abduction and adduction.*
- *Able to exhibit full range of motions for shoulder extension and flexion.*
- *Able to exhibit full range of motion for elbow flexion and extension.*
- *Able to exhibit full range of motion for back lateral flexion.*
- *Able to exhibit full range of motion for hip flexion and extension.*
- *Able to exhibit full range of motion for knee flexion.*
- *Able to work at various elevated heights in a safe and effective manner.*
- *Able to work with chemical agents in a safe and effective manner without allergic reaction.*
- *Demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.*
- *Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner.*