

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**CUSTODIAN**

DEFINITION

To perform a variety of duties in cleaning and maintaining assigned buildings or building areas in a clean and orderly fashion.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory and management staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Sweeps, mops, and waxes floors. Dusts, washes, and polishes furniture and woodwork. Vacuums rugs and carpets. Empties and cleans waste receptacles. Cleans erasers and blackboards. Washes windows, doors, and walls. Cleans restrooms. Sweeps sidewalks and picks up papers. Cleans drinking fountains. Polishes metal work. Fills paper and soap dispensers. May make minor, non-technical repairs including replacing light bulbs. Replenishes supplies. Turns out lights. Locks doors and windows. Observes assigned areas to prevent vandalism. Assists in moving, arranging, and setting up furniture and equipment for special events and meetings. Reports need for repairs. Maintains equipment and supplies in proper condition. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of cleaning supplies, methods, materials, and practices. Ability to understand and carry out oral and written directions. Ability to work effectively in the absence of supervision. Ability to perform heavy physical labor. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
Custodian (Continued)

Experience and Training Guidelines (continued)

Experience:

Familiarity with custodial and cleaning methods desirable.

Training:

Formal or informal training which provides the ability to read and write at a level necessary for job performance.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: