



# COVINA-VALLEY

## UNIFIED SCHOOL DISTRICT

July 1989

### CUSTODIAN

#### DEFINITION

Under general supervision, to keep assigned areas and District buildings in a clean, neat and orderly condition; to perform minor building maintenance work; and to perform other job related work as required.

#### EXAMPLES OF DUTIES

Sweeps, mops, scrubs, strips and waxes floors; cleans and vacuums rugs and carpets; cleans, dusts and polishes furniture, woodwork and cabinets; empties and cleans waste receptacles; cleans hallways, restrooms, offices and lobbies; cleans ceilings, walls, window shades, light fixtures and interior glass partitions and venetian blinds; assist in moving and arranging furniture and equipment; polishes metal work; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light bulbs and tubes; operates scrubbers, buffers, waxers and other equipment and machinery; cleans a variety of kitchen equipment and appliances; requisitions supplies as needed; regulates building temperatures; observes and reports needed repairs to buildings and equipment; performs some minor building maintenance work in the repair of doors, locks windows and fixtures; may clean grounds, water lawns and plants and do pruning in areas adjacent to buildings; maintains equipment used in the course of the work.

#### DESIRABLE QUALIFICATIONS

##### Knowledge of:

Custodial supplies, equipment and methods;  
Proper materials and procedures used for cleaning purposes;  
Basic hand tools used in routine building maintenance;  
Safe work practices.

##### Ability to:

Clean and care for an assigned area and equipment;  
Follow oral and written instructions;  
Perform minor building maintenance work;  
Establish and maintain cooperative working relationships with others;  
Read and write at the level required for successful job performance;  
Work on own initiative without close supervision.

##### Training and Experience:

Any combination of training and experience, which would likely provide the required knowledges and abilities, is qualifying. Prior experience in janitorial work is desirable.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 141
- 12 months