



PERSONNEL COMMISSION

Class Code: 5025
Salary Range: 05 (C1)

CUSTODIAN ASSISTANT

JOB SUMMARY

Under close supervision, perform routine custodial tasks in a program or site such as a Child Development Center; maintain buildings and adjacent grounds areas in a clean, and orderly condition; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform routine custodial activities in an assigned program or site such as a child development center; sweep, scrub, mop, wax, and otherwise clean floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean carpets. ***E***
- Clean and disinfect play areas and toys as assigned; empty and wash waste receptacles; carry or haul trash or garbage to dumpsters; clean kitchen areas; spot mop spills; remove gum and debris as needed. ***E***
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets, and urinals; mix cleaning chemicals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, walls and tile. ***E***
- Pick up paper and other debris from grounds, walkways and areas adjacent to facilities; sweep concrete surfaces adjacent to building. ***E***
- Replace light bulbs; clean tables, chairs, shelves, walls, windows, windowsills, blinds and floors. ***E***
- Operate custodial equipment such as vacuum cleaners, mops, and dollies. ***E***
- Report safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs and stock supplies to appropriate authority. ***E***
- Move and arrange furniture, supplies, and equipment; dust and polish furniture and woodwork.. ***E***
- Assist Custodians in the thorough cleaning of facilities during vacation periods. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Custodian Assistant is assigned employment in a special district program or at a special site such as a Child Development Center to perform light duty cleaning or clean-up work. An incumbent may be supervised by a District administrator or a coordinating teacher in charge. Most Custodian Assistants usually work at more than one site on rotating schedules. Positions require working in both girls' and boys' restrooms. A Custodian performs heavier cleaning of greater scope than a Custodian Assistant in a variety of District facilities. An incumbent operates heavy equipment such as floor scrubbers, extractors, and blowers; strips and waxes floors; prepare set-ups for special events; and secures the buildings/sites.

EMPLOYMENT STANDARDS

Knowledge of:

Proper methods, materials, tools and equipment used in modern custodial work.
Basic modern cleaning procedures for cleaning floors, carpets, furniture, walls and fixtures.
Pre-determined requirements of maintaining sites in a safe, clean and orderly condition.
Appropriate sanitary practices and personal hygiene.
Proper lifting techniques.

Ability to:

Perform routine custodial tasks.
Maintain buildings and adjacent grounds in a clean, and orderly condition.
Use cleaning materials, equipment, and methods, according to standards. and in a safe and efficient manner.
Maintain assigned tools and equipment in clean working order and provide proper storage.
Move and arrange furniture, supplies, and equipment.
Observe and report safety hazards and need for maintenance and repair.
Understand and follow oral and written directions.
Observe health and safety regulations.
Meet schedules and time lines.
Coordinate work with others.
Establish and maintain effective relationships with those contacted in the course of work.

Training:

Equivalent to completion of eighth grade.

Experience:

Any other combination of training and/or experience that could likely provide the desired knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Some positions require the use of a personal automobile and possession of a valid California class C Driver's license at the time of appointment.

Some applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Indoor and outdoor work environment; regular exposure to fumes, dust and odors; exposure to cleaning agents and chemicals.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate custodial equipment; walking or standing for extended periods of time; seeing to perform custodial aide duties; lifting, carrying, pushing, or pulling moderately heavy objects as assigned by position; bending at the waist, kneeling or crouching; reaching overhead, above the shoulders and horizontally; and lifting up to 50 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.