

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Relief Custodian	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	027 OSS
REVISED:	July 01, 2004		

BASIC FUNCTION:

Maintain buildings and other assigned areas of a school or central office facility in a clean, sanitary, and safe condition.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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.)

E = Essential Functions

Sweep, scrub, mop, clean, and apply finish to floors of rooms, hallways, stairs, and fire escapes; vacuum carpeted areas. **E**

Clean and dust walls, lockers, furniture, and fixtures; clean chalkboards and whiteboards. **E**

Clean, wash, and scrub toilets and other plumbing fixtures; wash windows. **E**

Sweep walks and asphalt areas; dispose of rubbish. **E**

Maintain instructional and custodial stock rooms. **E**

Lock and unlock gates and doors. **E**

Move supplies, furniture, and equipment. **E**

Make minor repairs; replace lamps and diffusers. **E**

Operate a heating plant; operate and regulate valves, pumps, compressors, thermostatic controls, and fans. **E**

Check and maintain equipment, tools, and machinery; check and maintain equipment fuel and oil levels. **E**

Check hot water, fuel oil, and room temperatures. **E**

Unlock and lock playground equipment; raise and lower flags. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

Any combination of training, experience, and/or education sufficient to demonstrate the knowledge and abilities listed below.

LICENSES AND OTHER REQUIREMENTS

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods, materials, tools, and equipment.

Maintenance principles and sanitation methods.

ABILITY TO:

Read, write, and understand the English language.

Maintain buildings and other assigned areas in a clean, orderly, and secure condition.

Make minor repairs to buildings and equipment.

Plan, organize, and efficiently carry out details of a work schedule.

Maintain inventory of supplies and equipment.

Communicate effectively with others.

Demonstrate personality and character suitable for working in schools.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL REQUIREMENTS:

Occasional lifting, carrying, and maneuvering heavy objects; occasional standing, squatting, climbing, kneeling, twisting, simple grasping; frequent to constant walking, including walking on gravel or uneven surfaces bending at the neck or waist, stooping, reaching, pushing, and pulling.

NOTE: Incumbents in this job class provide custodial services in the absence of custodial personnel or may be assigned to a special custodial project. Notification of work assignments will normally be made by 10:00 a.m. each workday and may be at any school district location.

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Job Code 7505

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