Martinez Unified School District  
Classified Job Description  

**Custodian**  
40 Hours/Week - 12 Months/Year

**Definition**  
Under supervision, to keep an assigned building area clean, sanitary, safe and orderly; to secure rooms and buildings; to do special cleaning and building maintenance; and to do related work as required.

**Example of Duties**  
- Sweeps, scrubs, dusts, and otherwise cleans offices, hallways, workshops, lavatories, classrooms, cafeterias, auditoriums, libraries, gyms, pools and stairways;  
- Strips, mops, waxes, and buffs floors;  
- Vacuums rugs and pools;  
- Empties and washes trash containers;  
- Washes windows, walls and woodwork and does touch-up painting;  
- Cleans erasers, blackboards, chalkboards, desks, cabinets, shelves, and window sills;  
- Sweeps sidewalks and curbs, and picks up debris from school grounds;  
- Replaces light bulbs;  
- Checks for broken locks and broken glass, and reports need for repair;  
- Adjusts desks; sets up tables and chairs;  
- Performs minor repairs on locks, pencil sharpeners, and equipment;  
- Secures building and turns lights and alarms off and on;  
- Operates buffers, vacuum cleaners, and other custodial equipment;  
- Raises, lowers, folds, and stores flags;  
- Lights and turns off boilers and heaters;  
- Assists in the restoration of buildings and grounds during summer vacation;  
- Directs students and visitors;  
- Patrols areas to prevent vandalism and theft;  
- May supervise student workers; and  
- May be on call for emergency situations.

**Desirable Qualifications**

**Knowledge of:**  
- Modern cleaning methods, and the use and care of cleaning materials and equipment; and  
- First aid and safety related to cleaning methods, practices and equipment.

**Ability to:**  
- Use cleaning materials and equipment with skill and efficiency;  
- Perform heavy physical labor;  
- Work without immediate supervision;  
- Be on call in case of emergencies;  
- Understand and follow a work schedule;  
- Understand and carry out oral and written directions;  
- Maintain cooperative working relationships with students and others contacted in the course of work; and  
- Pass pre-employment functional capacity assessment and physical.

**Experience**  
Some experience in custodial work; character references may be checked.

**Education**  
Equivalent to the completion of the eighth grade.

**License**  
Possession of a valid California Motor Vehicle Operator's License is required.

Personnel: WP:JOBDESC/custodian Board approved: 3-11-99