

CUSTODIAL REPAIR  
**FONTANA UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**TITLE:** Custodial Repair

**CATEGORY:** Classified Non-Exempt

**SALARY RANGE:** Range 167

Definition

**WORK YEAR:** 260 days

**POSITION DESCRIPTION:**

Under general supervision, working in the Custodial Department, performs varied semiskilled and skilled maintenance and repair work on electrical appliances and gasoline—powered small engine equipment; assists in maintaining shop equipment; orders parts and supplies; and performs repairs. ~~Assists;~~ assists with custodial work; and performs related duties as required.

Examples of Duties:

**PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

1. Performs maintenance and repair work on various types of electrical appliances, such as vacuum cleaners, floor machines, carpet extractors, high—pressure steam cleaners, motors, and pumps.
2. Adjusts, cleans, lubricates, or replaces components.
3. Performs minor maintenance and repair work on gas—powered small engine equipment.
4. Evaluates repairable equipment and makes recommendation for disposal.
5. Locates, orders, and transports parts, supplies, and equipment.
6. Maintains parts and equipment inventory.
7. Maintains and performs ~~simple~~ record—keeping.
8. Conducts emergency repairs on appliances and equipment in the field.
9. Uses hand tools and power tools to disassemble and install mechanical parts or units.

- ~~10.~~• \_\_\_\_\_ Maintains and cleans the work area and shop equipment.
- ~~11.~~• \_\_\_\_\_ Performs custodial work as required.
- ~~12.~~• \_\_\_\_\_ Maintains gas, oil, air, and water in the assigned vehicle.

License Required:

- Possession Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

### **Job Requirements – Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:**

#### Education:

- Completion of high school or equivalency

#### Experience:

- Two (2) years of skilled experience in the maintenance and repair of electrical appliances related to custodial work
- Minimum of one (1) year of custodial experience ~~a valid~~

#### Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License.

#### Minimum Qualifications

- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Basic principles of electrical theory
- Procedures, equipment, materials, and methods used in the repair of electrical appliances and shop equipment
- ~~The hazards and Appropriate~~ safety precautions ~~associated with electrical work and procedures~~
- Custodial methods and procedures
- ~~Vehicle operation and routine maintenance~~
  - Basic math, including calculations using fractions, percentages, and/or ratios
  - Operation and use of hand and power tools and equipment
  - Proper methods of storing equipment, materials and supplies

- Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- English usage, spelling, grammar, and punctuation
- Health and safety regulations

Ability to:

- Perform major and minor repairs on electrical appliances, motors, and pumps
- Disassemble, repair, and assemble mechanical and electrical parts or units
- Diagnose mechanical problems
- Read, understand, and interpret service ~~compose a variety of technical documents and information (e.g., shop manuals and wiring, blueprints, diagrams, and drawings)~~
- Operate diagnostic testing equipment
- Skill Operate in ~~the use~~ a safe manner a variety of ~~small hand tools, equipment, and power tools~~ machinery
- Perform custodial work

Experience:

- ~~Two (2) years of skilled experience in the maintenance and repair of electrical appliances related to custodial work~~
- ~~Minimum of one (1) year of custodial experience~~

Education:

- Completion ~~Maintain various records related to work performed~~
- Operate a truck, observing legal and defensive driving practices
- Establish & maintain cooperative & effective working relationships with others
- Operate a computer and related software and applications
- Make decisions based on sound judgment, honesty, and integrity
- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Work well both independently and as part of a team
- Observe health and safety regulations and procedures
- Utilize interpersonal skills with tact, patience & courtesy
- Work successfully in a diverse environment
- Understand and follow oral and written instructions

**WORKING CONDITIONS:**

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the 12<sup>th</sup>-grade essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This job is performed both indoors and outdoors
- May come into contact with a variety of cleaning solvents and materials
- Exposure to extreme temperatures, noise vibration, moisture and/or equivalent humidity, fumes, dust, dirt, and poor ventilation
- Driving a District vehicle to conduct work
- Trade shops

**NOTE:** The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements/Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing and, walking, sitting, or working for extended periods of time
- Near and far visual acuity, depth perception, color vision, field of vision
- Fine manual dexterity
  - Bending, twisting Seeing to read and perform primary functions of classification and view computer screens
  - Dexterity of hands and fingers to operate specialized equipment and tools
  - Some bending at the waist, stooping, reaching and squatting kneeling, crouching, and/or crawling
- Work in an environment that involves exposure to hazardous fumes, orders, and materials
  - Work indoors Hearing and speaking to exchange information
  - Reaching overhead, above the shoulders and outdoors, enduring exposure horizontally
- Regularly lift and/or move up to weather elements
  - Ability to 50 pounds; occasionally lift, carry, push and/or pull very heavy objects, with the use of hand trucks or other equipment up to 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds with occasional heavy work.
- Talk, hear and understand speech at reasonable volume

- ~~• Communicate so others will be able to clearly understand a normal conversation and understand speech at normal levels~~

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Electrical and mechanical hazards
- Traffic hazards

Original Board Approval: 09/03/1998

Revised: 10/16/2003; 10/01/2014; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE: Senior Custodian\_\_

CATEGORY: Classified Non-Exempt\_\_

REPORTS TO (BY TITLE): ~~Supervisor, Custodial~~

SALARY ~~SCHEDULE~~/RANGE: ~~Classified,~~ \_\_Range 145\_\_

WORK YEAR: ~~12 Months~~ \_\_260 days\_\_

SUPERVISION: ~~This position is responsible for overseeing assigned support staff.~~

**POSITION DESCRIPTION:**

Under the direction of Supervisor, Custodial or designee, coordinate, schedule, lead, and perform cleaning activities at a school site. ~~Keep; keep~~ assigned areas clean and orderly. ~~Assist; assists~~ school operations by opening school, performing set-ups, and cleaning outside areas.

Class Characteristics:

~~This; this~~ is a lead position with specific responsibilities ~~infor~~ performing cleaning duties and scheduling, assigning, and ~~checking~~ monitoring the work of other custodians and student workers enrolled in the Work Experience Program. ~~Coordinate; coordinates~~ activities with ~~the~~ school ~~principal~~ administrator and staff. ~~Incumbents;~~ assume overall responsibility for the cleanliness, sanitation, and ~~safe~~ conditions of a school site.

**DUTIES AND**

**PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):**

~~Duties may include, but are not limited to the following:~~

- ~~1. Schedule~~ Schedules and ~~check~~ monitors the work of others.
- ~~2. Follow~~ Follows a schedule ~~outline~~ outlined to ensure daily cleaning needs are met.
- ~~3. Train~~ Provides work guidance to others.
- ~~4. Keep~~ Maintains records.
- ~~5. Confer~~ Confers with the ~~Principal~~ administrator and ~~Supervisor,~~ Custodial supervisor, custodial or designee regarding problems relating to the care and cleaning of the ~~school~~ site.

6. ~~● Maintain~~ Maintains a level of cleanliness of buildings and grounds according to pre-determined standards.
7. ~~● Report~~ Reports needed repair work to the proper authorities.
8. ~~● Fulfill~~ Fulfills requests for setting up ~~classrooms, cafeterias and auditoriums~~ for events.
9. ~~● Perform~~ Performs minor non-technical repairs and adjustments to school site equipment and fixtures, including furniture.
- ~~Perform~~ Performs cleaning procedures, including but not limited to sweeping, mopping, waxing, and dusting throughout ~~school~~ grounds. ~~Pick~~
10. ~~●~~ Picks up trash and sweep sidewalks.
11. ~~● Requisition~~ Prepares requisitions of custodial materials, supplies, and equipment to ensure proper inventory levels.
12. ~~●~~ Perform Performs special custodial work when requested.
13. ~~● Participate~~ Participates in the major cleaning of ~~the school~~ the site during ~~non-student attendance periods~~ scheduled times.
14. ~~●~~ May raise and lower flags and change signage on marquees.
15. ~~● Operate~~ Operates and ~~adjust~~ adjusts heating and ventilating equipment.
16. ~~● Lock/unlock~~ Locks/unlocks and ~~secure~~ secures gates, doors, windows, and buildings, and ~~activate/deactivate~~ activates/deactivates security alarms.
17. ~~● Replace~~ Replaces light bulbs and fluorescent lamps.
18. ~~● Provide~~ Provides a safe environment for students and staff, including but not limited to set up of traffic control cones ~~in at~~ pedestrian crossings and other areas.
19. ~~● Provide~~ Provides assistance to ~~school site~~ operations, including but not limited to the delivery of supplies ~~throughout~~ through the ~~campus~~ facility.
20. ~~● Inspect~~ Inspects fire extinguishers for damage and obstructions.
21. ~~● Attend~~ Attends a variety of meetings, workshops, and conferences as required.
- ~~Perform~~ Cleans whiteboards, counters, and sinks.
- ~~Manages~~ all debris removal from food service feedings.
- ~~Placement and removal of banners.~~
- ~~Moves and arranges furniture and equipment around classrooms and offices as needed.~~
- ~~Assists to escort fire and utility officials for inspection of equipment around the campus, including fire extinguishers~~
- ~~Assists with the recycling program on campus.~~
22. ~~● Performs other~~ related duties ~~consistent with~~ as assigned to ensure the ~~scope~~ efficient and ~~intent~~ effective functioning of the ~~position~~ work unit.

## **JOB**

### **Job Requirements – Qualifications**



To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:**

Education:

- Completion of high school or equivalency

Experience:

- One (1) year of experience in custodial work,

-OR-

- Six (6) months of experience equivalent to the level of Custodian with Fontana Unified School District

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Possession of a high school diploma or equivalent

## **KNOWLEDGE AND ABILITIES:**

### Knowledge of:

- Methods and the use of cleaning materials and equipment
- Requirements for the custodial maintenance of school facilities
- ~~Safe work practices related to custodial work~~
  - Appropriate safety precautions and procedures
- Security alarm system operation
- Leadership and supervision
- ~~Oral~~Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- ~~Chemicals used in cleaning, sanitizing, and written communication skills~~
  - Technical aspects in field storage of specialty chemicals
  - Proper time management
  - Maintenance equipment and procedures
  - Basic math, including calculations using fractions, percentages, and/or ratios
  - Operation and use of a computer and assigned software and power tools and equipment related to custodial work
  - Proper methods of storing equipment, materials and supplies
  - Record-keeping techniques
  - English usage, spelling, grammar, and punctuation
  - Health and safety regulations
  - Learn, interpret, and apply administrative and departmental policies, laws, and rules with good judgment

### Ability to:

- Train and ~~lead~~ provide work guidance to others
- ~~Keep~~Learn, interpret, and apply administrative and departmental policies, laws, and rules with good judgment
- Maintain various records related to work performed
- Use cleaning materials, equipment, and methods according to pre-determined standards
- Estimate the quantity and types of materials and supplies needed
- Make minor, non-technical repairs
- Guide, organize, and schedule the work of others
- ~~Follow and carry out oral and written directions~~
  - Establish ~~and~~ maintain cooperative ~~and~~ effective working relationships with others
  - Communicate effectively, both orally and in writing
  - Operate a ~~variety of office equipment including a~~ computer and assigned related software and applications
  - Work well both independently ~~with little or no direction~~ and as part of a team

- Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- Utilize interpersonal skills using tact, patience, and courtesy
- Make decisions based on sound judgment, honesty, and integrity
- ~~Provide own transportation~~ Transportation to sites during workday
- ~~Maintain state minimum liability insurance coverage~~
- ~~Maintain regular and punctual attendance~~
- ~~Maintain acceptable grooming and hygiene~~
  - Make decisions based on sound judgment, honesty, and integrity
  - Operate in a safe manner a variety of tools, equipment, and machinery as related to custodial work
  - Meet schedules and timelines
  - Make minor, non-technical repairs
  - Work successfully in a diverse environment
  - Analyze situation accurately and adapt an effective course of action

### **WORKING CONDITIONS:**

#### Physical Requirements:

- ~~Standing and walking for prolonged periods~~
- ~~Ability to read printed matter and computer screens~~
- ~~Ability to communicate so others will understand a normal conversation~~
- ~~Ability to hear and understand speech~~
- ~~Ability to bend, twist, stoop, and reach~~
- ~~Ability to push and pull up to 70 pounds~~
- ~~Ability to occasionally lift and carry up to 50 pounds~~
- ~~Ability to frequently lift and carry up to 25 pounds~~

#### Work Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This job is performed both indoors and outdoors
- Work alone during evening hours
- Constant interruptions

### **MINIMUM QUALIFICATIONS**

#### Experience:

- ~~One (1) year of experience in custodial work~~  
~~–or–~~
  - ~~Six (6) months of experience equivalent to the level of Custodian with Fontana Unified School District~~

Education:

- May come into contact with a variety of bodily fluids, cleaning and disinfectant chemicals and materials
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, dirt, and poor ventilation

**NOTE:** The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Standing, Completion of high school or equivalent.~~

**NECESSARY MATERIALS**

License:

- ~~Possession of a valid and appropriate California Driver's License or ability to obtain within one (1) month of employment.~~

Materials:

- walking, sitting, or working for extended periods of time
- Seeing to read and perform primary functions of classification and view computer screens
- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crouching, and/or crawling
- Reaching overhead, above the shoulders and horizontally
- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment up to 100 pounds
- Dexterity of hands and fingers to operate specialized equipment and tools
- Work at heights, ascend and descend ladder

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Bodily fluids
- Electrical and mechanical hazards
- Working from heights

- Original Board Approval~~Possession of a high school diploma or equivalent.~~

~~Approved:~~ 12/15/1995

Revised: ~~10/13/2021~~; ~~4/704/07/2021~~; 12/18/2025

Revised: ~~December 12, 2007~~

SENIOR CUSTODIAN – SPECIAL ASSIGNMENT TEAM  
FONTANA UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION

**TITLE:** Senior Custodian - Special Assignment Team

**CATEGORY:** Classified Non-Exempt

**SALARY RANGE:** Range 14—5

Definition:

**WORK YEAR:** 260 days

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**POSITION DESCRIPTION:**

Under supervision, works as a team or independently; keeps assigned building areas clean, sanitary, safe, and orderly; performs some outdoor cleaning and setting up and taking down for special events; ~~and performs related~~ this is a lead position with specific responsibilities for performing cleaning duties as required and scheduling, assigning, and monitoring the work of other custodians and student workers enrolled in the Work Experience Program; coordinates activities with the school administrator and staff; assumes overall responsibility for the cleanliness, sanitation, and conditions of a school site.

Class Characteristics:

**PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

~~This position is assigned to a custodial team to perform specialized cleaning procedures at school sites and administrative offices. Incumbents deep clean floors, carpets, walls, clean sidewalks, high clean auditoriums, etc. on an assigned schedule basis. Incumbents also perform team cleaning duties which operates on a deadline basis. Work is rigorous and demanding. This position is assigned to the night shift, however, incumbents may be required to work occasional days or weekends for some specialized cleaning jobs. May require traveling to different sites during shift. Position reports to the Custodial Supervisor, or his/her designee for technical instructions.~~

Examples of Duties:

- ~~1.~~ Vacuums and steam cleans carpets and rugs.

- ~~2.~~ Sweeps, mops, strips, and waxes floors, including surfaces of many types.
- ~~3.~~ Washes down walls, cleans windows, and high cleans ceilings.
- ~~4.~~ Washes furniture and desks.
- ~~5.~~ Picks up papers and cleans sidewalks.
- ~~6.~~ Empties and steam cleans trash and garbage cans.
- ~~7.~~ Cleans ~~chalk boards~~ whiteboards, counters, and sinks.
- ~~8.~~ Cleans and sanitizes classrooms restrooms office areas, and all other common areas.
- ~~9.~~ Replaces light bulbs and fluorescent lamps.
- ~~10.~~ Maintains a level of cleanliness of school buildings and grounds according to pre-determined standards.
- ~~11.~~ ~~Keeps~~ Maintains records.
- ~~12.~~ Reports needed repair work to the proper authorities.
- ~~13.~~ Makes minor non-technical repairs and adjustments to plant equipment and fixtures.
- ~~14.~~ Participates in the major cleaning of the plant during ~~the summer months~~ scheduled times.
- ~~15.~~ Operates and adjusts heating and ventilating equipment.
- ~~16.~~ Locks and secures doors, windows, and buildings, and turns alarms on and/or off.
- ~~17.~~ ~~May requisition~~ Prepares requisitions of needed custodial materials, supplies, and equipment for ensuring proper inventory levels.
- 18. ~~May train other custodians in deep cleaning methods.~~
- ~~19.~~ Maintains gas, oil, air, and water in the assigned vehicle.

#### License Required:

- ~~Possession~~ Provides work guidance to other custodians in deep cleaning methods.
- Moves and arranges furniture and equipment around classrooms and offices as needed.
- Placement and removal of banners.
- Performs inspections of site conditions during school shutdowns or due to weather-related occurrences.
- Assists to escort fire and utility officials for inspection of equipment around the campus, including fire extinguishers.
- Manages all debris removal from food service feeding.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

#### Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:**

#### Education:

- Completion of high school or equivalency

#### Experience:

- One(1) year of experience in custodial work,

#### -OR-

- Satisfactory completion of probation as a valid and appropriate Custodian with Fontana Unified School District

#### Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License-
- Insurability by ~~Distriet~~the District's liability insurance carrier ~~required~~.

#### Minimum Qualifications:

- Tuberculosis/Drug Screen Clearance
- Possession of a high school diploma or equivalency

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Deep cleaning methods and the use of cleaning materials and equipment;
- Custodial maintenance requirements ~~for the custodial maintenance of~~ school facilities; ~~safe work practices related to custodial work; burglar~~
- Appropriate safety precautions and procedures
- Security alarm system operation-
- Vehicle operation and routine maintenance-
- Chemicals used in cleaning, sanitizing, and storage of chemicals
- Proper time management
- Maintenance equipment and procedures
- Basic math, including calculations using fractions, percentages, and/or ratios



- Operation and use of hand and power tools and equipment related to custodial work
- Proper methods of storing equipment, materials and supplies
- Computer usage, including assigned computer hardware/software (e.g., email, informational search, work order systems)
- English usage, spelling, grammar, and punctuation
- Health and safety regulations

Ability to:

- Operate ~~heavy cleaning~~heaving equipment such as power washers, steam machine, ~~scissor~~ lift, ~~and~~ industrial vacuum cleaner;~~use~~
- Use cleaning materials and methods according to pre-determined standards;~~keep~~
- Learn, interpret, and apply administrative and departmental policies, laws, and rules with good judgment
- Maintain various records;~~make related to work performed~~
- Make minor non-technical repairs;~~follow and carry out oral and written directions;~~~~develop and~~
- Establish & maintain ~~cooperative &~~ effective working relationships with those contacted during the course of work;~~others~~

Experience:

- ~~One year of experience~~Operate a truck, observing legal and defensive driving practices
- Operate a computer and related software and applications
- Make decisions based on sound judgment, honesty, and integrity
- Operate in a safe manner a variety of tools, equipment, and machinery as related to custodial work;

~~or~~

~~Satisfactory completion of probation as a Custodian with Fontana Unified School District.~~

Education:

- Communicate effectively both orally and in writing
- Meet schedules and timelines
- Work well both independently and as part of a team
- Observe health and safety regulations and procedures
- Utilize interpersonal skills with tact, patience & courtesy
- Work successfully in a diverse environment

**WORKING CONDITIONS:**

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This Completion of the twelfth grade or equivalent.

- job is performed both indoors and outdoors

Physical Demands and Working Conditions:

- Pushing and/or pulling 100 pounds with occasional lifting and/or carrying of objects weighing up to 50 pounds. Work requires standing and walking for prolonged periods. Employees in this class are required to work during evening hours
- May come into contact with a variety of bodily fluids, cleaning and disinfectant chemicals and materials
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, dirt, and poor ventilation

**NOTE:** The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands-:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing, walking, sitting, or working for extended periods of time
- Seeing to read and perform primary functions of classification and view computer screens
- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crouching, and/or crawling
- Reaching overhead, above the shoulders and horizontally
- Dexterity of hands and fingers to operate specialized equipment and tools
- Work at heights, ascend and descend ladder
- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects, with the use of hand trucks or other equipment, up to 100 pounds.

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Bodily fluids
- Electrical and mechanical hazards
- Working from heights
- Traffic hazards

Original Board Approval: 03/01/1995

Revised: 12/12/2007; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE: Custodian \_\_\_\_\_

CATEGORY: Classified, Non-Exempt \_\_\_\_\_

REPORTS TO (BY TITLE): \_\_\_\_\_ Leadperson/Trainer, Custodial \_\_\_\_\_

SALARY ~~SCHEDULE~~/RANGE: \_\_\_\_\_ Classified, \_\_\_\_\_ Range 12 \_\_\_\_\_ 3 \_\_\_\_\_

WORK YEAR: \_\_\_\_\_ 12 Months \_\_\_\_\_ 260 days \_\_\_\_\_

SUPERVISION: \_\_\_\_\_ N/A \_\_\_\_\_

**POSITION DESCRIPTION:**

Under supervision, keep an assigned school building, group of buildings, or office space clean and orderly.

**DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):**

Duties may include, but are not limited to the following:

1. ~~Sweep, scrub, mop, strip, wax~~ Sweeps, scrubs, mops, strips, waxes, and polishes floors.
2. ~~Vacuum~~ Vacuums rugs and carpets.
3. ~~Dust~~ Dusts and polishes furniture and woodwork.
4. ~~Wash~~ Washes windows and walls.
5. ~~Clean chalkboards.~~
  - ~~Polish~~ Cleans whiteboards.
6. ~~Polishes~~ metal work.
7. ~~Clean restrooms.~~
  - ~~Move and arrange~~ Cleans and sanitizes classrooms, restrooms, office areas, and all other common areas.
8. ~~Moves and arranges~~ furniture and equipment in preparing classrooms or auditorium auditoriums for special events or meetings.
9. ~~Make~~ Makes minor repairs of a non-technical nature to keep the assigned area safe and operating.
10. ~~Adjust~~ Adjusts shades, blinds, desks, and other furniture.
11. ~~Empty~~ Empties and steam clean trash and garbage cans.

12. • \_\_\_\_\_ May sweep concrete surfaces immediately adjacent to the school buildings.
13. • \_\_\_\_\_ May order custodial supplies.
14. • \_\_\_\_\_ ~~Lock~~Locks and ~~secure~~secures doors, windows, and buildings.
15. • \_\_\_\_\_ ~~Participate~~Participates in thorough cleaning of school ~~plant~~sites and facilities during non-student attendance days and vacation periods.
16. • \_\_\_\_\_ ~~Replace~~Replaces light bulbs and fluorescent lamps.
17. • \_\_\_\_\_ ~~Attend~~Attends a variety of meetings, workshops, and conferences as required.
- PerformChecks fire extinguishers to ensure being properly charged and accessible.
- Manages all debris removal from food service feedings.
18. • ~~Performs other~~ related duties ~~consistent with~~as assigned to ensure the ~~scope~~efficient and ~~intent~~effective functioning of the ~~position~~work unit.

**JOB**

### **Job Requirements – Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:**

#### Education:

- Completion of high school or equivalency

#### Experience:

- Six (6) months experience cleaning, disinfecting and/or sanitizing commercial or industrial environments (preferred)

#### Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalent

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Appropriate safety precautions and procedures
- Computer usage
- Chemical used in cleaning, sanitizing, and storage of chemicals
- Learn, interpret, and apply administrative and departmental policies, laws, and rules with good judgment
- Proper time management
- Maintenance equipment and procedures
- Basic cleaning math, including calculations using fractions, percentages, and/or ratios
- Proper methods of storing equipment, materials and supplies
- Basic safe work practices related to custodial work
- Operation of a computer and assigned software
- Proper lifting techniques
- English usage, spelling, grammar, and punctuation

#### Ability to:

- Learn and follow established cleaning methods, procedures, and schedules
- Learn, interpret, and apply administrative and departmental policies, laws, and rules with good judgment
- Use cleaning materials and equipment efficiently and safely
- ~~Work cooperatively with those contacted in the course of work~~
- Establish & maintain cooperative & effective working relationships with others
- Make minor, non-technical repairs
- Understand and ~~carry out~~ follow simple oral and written instructions
- Work well both independently and as part of a team
- Provide own transportation to sites during workday
- Maintain state minimum liability insurance coverage
- Communicate effectively both orally and in writing

#### Read

#### Physical Requirements:

- ~~Ability to occasionally lift, carry, push and pull up to 50 pounds~~
- ~~Ability to frequently lift, push, pull and carry up to 25 pounds~~
- ~~Ability to push and pull up to 70 pounds~~
- ~~Stand and walk for prolonged periods~~
- ~~Ability to read printed matter and computer screens~~
  - ~~Ability to communicate so others will understand a normal conversation~~ variety of documents and information
- ~~Ability to hear and understand speech~~
  - Ability to operate in a safe manner a variety of tools, equipment, and machinery related to custodial work
  - Maintain various records related to bend, twist, stoop, work performed
  - Observe health and reach safety regulations and procedures
- Work successfully in a diverse environment

#### WORKING CONDITIONS:

#### Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This job is performed both indoors and outdoors
- Work alone during evening hours

- May come into contact with a variety of bodily fluids, cleaning and disinfectant chemicals and materials
- Exposure to extreme temperatures, noise vibration, moisture and/or humidity, fumes, dust, and dirt

**NOTE:** The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

### Physical

#### **MINIMUM QUALIFICATIONS**

##### Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects with the use of hand trucks or other equipment up to 100 pounds.
- Standing, walking, sitting, or working for extended periods of time
- Seeing to read and perform primary functions of classification and view computer screens
- Hearing and speaking to exchange information
- Some bending at the waist, stooping, kneeling, crouching, and/or crawling
- Reaching overhead, above the shoulders and horizontally
- Dexterity of hands and fingers to operate specialized equipment and tools
- Work at heights, ascend, and descend ladder



Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Bodily fluids
- Electrical and mechanical hazards
- Working from heights

Original Board Approval:

Education:

- ~~Completion of high school or equivalent or ability to obtain within one (1) year of employment~~

**NECESSARY MATERIALS**

License:

- ~~Possession of a valid and appropriate California Driver's License or ability to obtain within one (1) month of employment~~

Materials:

- ~~Verified copy of high school diploma or equivalent or ability to obtain within one (1) year of employment~~

Approved:

Revised: ~~404~~/1991; 11/~~606~~/2008; ~~606~~/22/2022; 12/18/2025

~~Revised: July 1, 1995~~

~~LOCKER ROOM ATTENDANT~~  
**FONTANA UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**TITLE:** Locker Room Attendant

**CATEGORY:** Classified Non-Exempt

**SALARY RANGE:** Range 12

Definition:

**WORK YEAR:** 203 days

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**POSITION DESCRIPTION:**

Under general supervision at a high school, issues uniforms, locks, lockers, and physical education equipment. ~~Performs; performs~~ custodial duties in showers, lockers, restrooms, and gyms. ~~Performs related duties as required.~~

\*Special Requirements:

- Positions assigned to the girls' locker room require female incumbents.

Positions assigned to the boys' locker room require male incumbents. ~~Examples of Duties:~~

- 1. Supervises students

**PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

- Monitors students' behavior and maintains order in restrooms, locker rooms, and gym area.
- 2. Issues loaner uniforms, lockers, locks, and athletic equipment to students of physical education (P.E.) classes and members of athletic teams.
- 3. Marks equipment and clothing for identification purposes.
- 4. ~~Keeps~~ Maintains various records of issuances.
- 5. Stores and maintains equipment and supplies.
- 6. Launders P.E. and sports uniforms.
- 7. Maintains lost and found.
- 8. Maintains and repairs lockers, P.E., and athletic equipment.

- ~~9.~~ Cleans mirrors and wash basins.
- ~~10.~~ Empties and cleans waste receptacles.
- ~~11.~~ Sweeps gym areas and maintains clean conditions during the daytime.
- ~~12.~~ Mops Cleans spills on the gym floor and locker rooms.
- ~~13.~~ Maintains the pool area by clearing trash, sweeping and hosing down, pulling weeds, etc.
- ~~14.~~ Refills dispensers as needed.
- ~~15.~~ Maintains inventory and assists in the ordering of new equipment:
  - ~~16.~~ Turns showers on (e.g. locks and off: uniforms).
- ~~17.~~ Supervises student help in locker room
  - ~~18.~~ Reports or deters improper behavior.
  - ~~19.~~ May assist physical education teachers in administering first aid to students.
  - ~~20.~~ Organizes and maintains locker rooms, ~~lockers,~~ storage, and equipment rooms at end of school year.
- ~~Minimum~~ Utilizes a handheld radio to communicate.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

### **Job Requirements – Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:**

#### Education:

- Completion of high school or equivalency

#### Experience:

- Six (6) months experience cleaning, disinfecting and/or sanitizing commercial or industrial environments (preferred)

#### Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License OR valid form of ID

- Tuberculosis/Drug Screen Clearance
- First aid and CPR certification
- Verified copy of high school diploma or equivalency

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Basic cleaning methods;~~basic safe work practices; basic~~
- Appropriate safety precautions and procedures
- Basic procedures in inventory and issuance of equipment;~~various~~
- Various sports and athletic equipment;
- Operation and use of hand tools and equipment
- Computer and related equipment to enter and extract data and reports
- Basic math, including calculations using fractions, percentages, and/or ratios
- Proper methods of storing equipment, materials and supplies
- English usage, spelling, grammar, and punctuation
- Health and safety regulations

#### Ability to:

- Issue physical education clothing and equipment;~~use~~
- Use basic cleaning materials and equipment;~~make~~
- Make minor equipment repairs using hand tools;~~perform~~
- Perform simple record keeping tasks;~~understand~~
- Make decisions based on sound judgment, honesty, and~~carry out integrity~~
- Learn, interpret, and apply administrative and departmental policies, laws, and rules with good judgment
- Understand and follow oral and written ~~directions, maintain instructions~~
- Maintain order among students in the locker room;~~work cooperatively with those contacted in the course of work.~~
- Communicate effectively both orally and in writing
- Follow District and school policies related to students' behavior
- Read and understand a variety of documents and information (e.g., written notes, diagrams, and drawings)
- Operates a computer and related equipment to enter and extract data and reports
- Make decisions based on sound judgment, honesty, and integrity
- Observe health and safety regulations and procedures
- Utilize interpersonal skills with tact, patience & courtesy
- Work successfully in a diverse environment

### **WORKING CONDITIONS:**

#### Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This job is preformed both indoors and outdoors
- May come into contact with a variety of bodily fluids, cleaning and disinfectant chemicals and materials
- Exposure to extreme temperatures, noise, vibration, moisture and/or humidity, fumes, dust, and dirt
- Potential for violence and physical altercations

**NOTE:** The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

#### Education and Experience:

~~Individuals possessing the abilities listed above are considered to possess the necessary education and experience.~~

#### Physical Demands and Working Conditions:

~~Lifting and/or carrying 50 pounds maximum with frequent~~  
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent lifting and/or carrying of objects weighing up to 25 pounds.

#### \*Special Requirements:

- ~~Regularly lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds; occasionally lift, carry, push or pull very heavy objects with the use of hand trucks or other equipment no more than 100 pounds max~~
- Standing, walking, sitting, or working for extended periods of time
- Some bending at the waist, stooping, kneeling, and/or crouching
- Reaching overhead, above the shoulders and horizontally

- Dexterity of hands and fingers to operate specialized equipment and tools

Hazards:

- Sharp objects and tools
- Chemical fumes and odors
- Bodily fluids

Original Board Approval:

~~Revised: 07/01/1995; 12/18/2025. Positions assigned to the girls' locker room require female incumbents.~~  
~~Positions assigned to the boys' locker room require male incumbents.~~