

ROSEVILLE CITY SCHOOL DISTRICT  
Personnel Office

NOTICE OF POSITION VACANCY

**CUSTODIAN  
SUBSTITUTE/ON CALL BASIS  
DISTRICT WIDE**

**PURPOSE STATEMENT:** The job of Custodian is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and maintaining property damage, loss and liability exposure

**Assignment may require a Valid CA Driver's License**

**SUPERVISION FROM:** Site Supervisor

**SALARY:** \$13.11 per hour

**HOURS:** varies (up to 8 hours per day – both day and evening hours)

**APPLICATION PROCEDURE:** Submit District Application Form to:  
Roseville City School District  
Personnel Services  
1050 Main Street  
Roseville, CA 95678  
(916) 771-1600

[www.rcsdk8.org](http://www.rcsdk8.org)

**DEADLINE FOR FILING:** Applications reviewed as received.

AN EQUAL OPPORTUNITY EMPLOYER

7/14/08

THE ROSEVILLE CITY SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, SEX OR DISABILITY IN ITS EDUCATIONAL PROGRAMS, ACTIVITIES, OR EMPLOYMENT. ALL EMPLOYMENT OPPORTUNITIES WILL BE OFFERED WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, SEX OR DISABILITY.

**JOB DESCRIPTION**  
**Roseville City School District**

**CUSTODIAN**

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**Purpose Statement:**

The job of Custodian is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

This job is distinguished from similar jobs by the following characteristics: This is a skilled level Custodian classification. Incumbents in this class perform assignments under general supervision within a framework of standard policies and procedures. They exercise responsibility for the general cleanliness of assigned buildings and facilities

This job reports to School Principal and Director of Maintenance/Facilities

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**Essential Functions**

- Applies special finish to wood floors for the purpose of providing appropriate surface and preserving floors.
- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events.
- Assists in performing minor repairs to buildings and equipment for the purpose of ensuring that equipment is in proper working order and facilities are in good repair.
- Cleans assigned school facilities (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, cafeterias, libraries, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Evaluates situations for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, restroom supplies, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Performs minor repair to furniture, equipment, fixtures, etc. for the purpose of ensuring that items are available and in safe working condition.
- Prepares and paints various surfaces for the purpose of protecting District property and/or maintaining attractive facilities.
- Prepares written documentation (e.g. memos, work orders, requisitions, etc.) for the purpose of conveying information.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and minimizing loss and/or liability.
- Secures facilities and grounds (e.g. turn out lights, lock doors/window, set security alarms, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to organization.

**Other Functions**

- Attends in service training (e.g. blood born pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; handling hazardous materials; and operating equipment used in industrial cleaning.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning; and safety practices and procedures

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; meeting deadlines and schedules; and setting priorities; lift, carry, push, pull, guide up to 50 pounds individually or more than 50 pounds with assistance.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, and 15% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Experience** Job related experience is desired.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

Pre-employment Medical Examination  
Pre-employment Physical Capacities Test  
Pre-employment Proficiency Test

**Certificates & Licenses**

Assignment may require a Valid CA Driver's License

**Continuing Educ. / Training**

As Needed

**Clearances**

Criminal Justice/Fingerprint Clearance  
TB Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 23