

UNION SCHOOL DISTRICT

CLASS TITLE: CUSTODIAN

BASIC FUNCTION:

Under the direction of a site Principal and the Supervisor of Maintenance & Operations, perform routine custodial duties at an assigned site during a day or night shift to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform routine custodial duties at an assigned site during an assigned shift to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

Clean classrooms, offices, cafeterias and other facilities of an assigned site; sweep, scrub and mop floors; vacuum rugs and carpets in classrooms, offices and other work areas; strip, wax and refinish floors; shampoo and spot clean carpets.

Dust and clean furniture, light fixtures and woodwork; clean whiteboards; empty and clean waste receptacles and pencil sharpeners; and clean and adjust shades or blinds.

Clean, scrub and disinfect student and staff restrooms; wash windows and interior and exterior walls; wipe metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains.

Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; perform general grounds maintenance work as assigned by the position; participate in maintaining compliance with the recycling program.

Set-up and take down tables and benches for lunch, daily.

Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes, unplugging toilets and sinks and changing fuses.

Identify and report maintenance problems.

Operate and maintain a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner and small power and hand tools; replace belts and bags on vacuum cleaners as necessary.

Assure security of facilities during assigned hours; lock and unlock gates, doors and windows; turn alarms on or off according to established procedures; monitor facilities for vandalism and safety and fire hazards and report to appropriate personnel.

Respond to requests for setting up classrooms, cafeterias, auditoriums and media centers for special events; move and arrange furniture and equipment on a limited basis; coordinate activities in preparation for facility use by outside agencies; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; clean up furniture, equipment and debris following these events.

Raise and lower the flag.

Regularly check playground equipment for safety and report status.

Monitor inventory levels of custodial supplies as required; order/request, receive and maintain inventory of custodial supplies as assigned.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns.

Will be called upon to clean bodily fluids such as: blood, vomit, urine and feces.

During the summer may be assigned as a member of a team to clean multiple sites.

Maintain various records related to assigned activities.

May be called upon to perform overtime in case of emergencies.

Attend mandatory trainings as required by your position.

OTHER DUTIES:

May be offered additional custodial work after hours due to school sponsored activities and events.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods, materials, tools and equipment used in custodial work;
Methods of cleaning and preserving floors, walls and fixtures;
Proper methods of storing equipment, materials and supplies;
Operation and maintenance of custodial equipment and power and hand tools;
Oral and written communication skills; and
Material Safety Data Sheets (training provided if necessary).

ABILITY TO:

Perform routine custodial activities at an assigned school site to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition;
Learn requirements of maintaining buildings in a safe, clean and orderly condition;
Use various cleaning materials and methods;
Learn and apply appropriate safety precautions and procedures;
Learn and apply proper lifting techniques;
Inspect and assure the security of facilities during assigned shift;
Operate and maintain tools and equipment in clean working order;
Perform minor non-technical repairs;
Observe and report need for maintenance and repair;
Understand and follow oral and written directions;
Meet schedules and time lines;
Communicate effectively with others;
Establish and maintain cooperative work relationships with those contacted during the performance or required duties, including school personnel, students, parents and the community;
Effectively prioritize daily/weekly/monthly tasks;

Effectively work as a member of a team;
Model appropriate behavior around and interact appropriately with preschool and school age children; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient education and experience to demonstrate the knowledge and abilities listed above. A good work history demonstrating reliability and the ability to work independently.

LICENSES AND OTHER REQUIREMENTS:

Valid California Motor Vehicle Operator's License may be required
Copy of DMV Report – to evidence satisfactory driving record
First Aide and/or CPR (may be required; training will be provided)
Pre-employment Physical

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Seasonal heat and cold, humidity and rain or adverse weather conditions
Subject to fumes, dust and odors
Wear appropriate safety equipment such as gloves, masks, closed toe shoes, safety glasses and ear protection

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and instructions;
Ability to conduct verbal conversation;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Climb slopes, stairs, steps and ladders;
Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;
Lift up to 50 or more pounds frequently;
Carry up to 50 or more pounds frequently;
May sustain heavy physical effort for 8 hours;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
Ability to work in a safe and effective manner in the following: at various elevated heights on ladders, roofs, and in restricted spaces, with a variety of chemical agents without allergic reaction; and
Demonstrate manual dexterity necessary to perform fine motor skills during custodial maintenance procedures and operate both manual and power hand tools, operate a variety of powered equipment and tools commonly associated with janitorial, custodial and minor building maintenance services.

HAZARDS:

Exposure to cleaning agents and chemicals
Exposure to blood borne pathogens
Exposure to bodily fluids

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.