MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

Position title: Custodian II

Salary Range: 13 / CY

Position Description:
Under supervision of the Centralized Custodian Program and may receive functional direction from the Site Administrator; acts as a working lead person on a night and/or day shift; oversees and coordinates the activities of other custodians, such as adherence to schedules, work performance, safety and security; performs regular custodial duties; keeps supervisor and Head Custodian informed and takes care of problems and emergencies; serves as acting Head Custodian in the absence of the Head Custodian; and performs related work as may be required.

Positions in this class perform both lead and regular custodial duties. Special responsibilities include securing the buildings, overseeing other custodians assigned, acting as person-in-charge in absence of Head Custodian; keep supervisor and Head Custodian informed on problems, emergencies and general operations and insuring the safety and proper use of facilities.

Examples of Duties/Responsibilities:

- Oversees and coordinates work schedules and assignments of custodians assigned to a night shift or day shift, insuring that supplies and equipment are available, and that custodians perform their assigned duties (E)
- May reschedule assignments in cases of illness or other special problems (E)
- Insures that safe working practices are being met (E)
- Assists the public using facilities, and assume responsibility for proper security and building safety being met (E)
- Alarm and disarm the site ensuring the campus is secure
- Notifies supervisor or other designee in cases of emergency (E)
- Oversees thorough and in depth cleaning, repair, and restoration of the school plant during vacation non-instructional periods (E)
- Keeps Head Custodian informed of supply needs, equipment and repairs and other problems that may arise from time to time (E)
- May order supplies in the absence of the Head Custodian
- Performs the regular duties of a custodian as described in the Custodian I specifications (E)
- Performs other related duties as may be required

(E) - Essential

Minimum Qualifications:

Knowledge of:
- Basic cleaning methods
- Uses and application of cleaning materials, chemicals and equipment
- Basic work practices related to custodial work
- District policies, procedures and terminology
- Basic English usage, spelling, grammar and punctuation, and basic arithmetic
- Basic techniques of Supervision
- General public relations
- Safety and security practices
- Appropriate safety precautions and procedures
Ability to:

- Learn and follow established cleaning methods, schedules and procedures
- Use custodial equipment and supplies efficiently, properly and safely
- Perform limited skill repair work independently
- Understand and carry out oral and written directions
- Establish and maintain effective working relationships
- Use independent judgement
- Work under pressure, meet deadlines and establish priorities
- Oversee and supervise public using various facilities
- Make arithmetic calculations accurately
- Communicate effectively using correct pronunciation and grammar
- Learn to guide, organize and schedule the work of others
- Learn and utilize new and current technologies
- Create clear and comprehensive reports
- Respond to problems, emergencies and emergency call-out

Education and Experiences:

- Graduation from High School or equivalent

AND

- Three (3) years of experience in custodial, including some supervisory experience or two (2) years of experience at the level of Custodian I with Moreno Valley Unified School District.

License and Certificates:

- A valid California Driver’s License
- A driving record insurable under District standards

Working Conditions:
Environment:

- Office/school campus
- Subject to frequent interruptions
- Subject to driving a vehicle to conduct work
- May need to provide own vehicle for traveling from site to site
- Noise
- Indoor/Outdoor

Physical Abilities:

- Visual acuity to read labels and operate equipment
- Hearing and speaking to exchange information
- Standing/walking for extended periods of time
- Reaching overhead, above the shoulders and horizontally
- Dexterity of hands and fingers to operate a variety of specialized equipment and tools
- Bending, stooping and squatting
- Gripping and grasping
- Kneeling, crawling, lie on back
• Twisting at waist
• Climbing on step stools or step ladders
• Working at heights
• Walking over rough or uneven surfaces
• Mobility
• Heavy work: lifting, carrying, pushing and/or pulling up to approximately 100 pounds

Hazards:

• Exposure to noise, fumes, vapors and dust from equipment operation
• Exposure to abusive or uncooperative individuals
• Exposure to adverse weather conditions
• Working around and with machinery having moving parts
• May be required to work alone during shift hours

Revised:   10.07.19  LL
CSEA Negotiations:  10.22.19
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