

NIGHT CUSTODIAN

JOB SUMMARY

Under direction of the Night Custodian Foreman, perform routine cleaning of classrooms, offices, restrooms, libraries, auditoriums, kitchens, and assembly areas of a school. Spot clean carpets. Vacuum swimming pool and add chemicals where required. Operate a variety of cleaning equipment used to perform job responsibilities (i.e., industrial floor scrubber/stripper/polisher; large wet mops; arrange and maintain the physical environment required for activities held at the site.

TYPICAL DUTIES

Perform a variety of custodial tasks including sweeping floors, vacuuming carpets, mopping floors, spot cleaning and/or shampooing carpets. Scrub, disinfect, seal, strip, wax, and polish floors. Replace light bulbs/fixtures. Perform minor maintenance tasks such as repairing furniture, painting, etc. Participate in periodic deep cleaning activities. Empty and clean waste receptacles. Clean and disinfect rest rooms. Wash windows, blinds, counters, sinks, and walls. Polish metal work. Inspect buildings and grounds for damage, needed repairs, security and safety hazards and report results of inspections to the appropriate personnel. Move and/or stack furniture. Set up and take down chairs, tables, and other equipment required for meetings. May do basic upkeep of grounds including watering and operation of water systems. Secure buildings and grounds. Operate a variety of custodial equipment such as vacuums, buffers/floor scrubbers, carpet cleaners (shampooers). Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include experience in site custodial work or related custodial experience in a large organization.

Knowledge of:

Methods, materials, and equipment used in custodial, grounds keeping, and light maintenance work. Requirements for maintaining school buildings in a safe, clean, and orderly condition. Health and safety procedures. Cleaning solutions and chemicals used in performing custodial and grounds responsibilities.

Ability to:

Demonstrate good judgment and common sense. Make accurate mathematical calculations. Maintain records and be able to make complete and concise reports. Communicate orally and understand and carry out written and oral directions. Establish and maintain cooperative working relationships. Maintain a good driving record and qualify for district vehicle insurance. Perform required duties in a safe and efficient manner. Identify safety hazards and report same to appropriate personnel. Perform moderate to heavy physical labor including lifting or moving loads up to at least 55 pounds.

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LICENSE

Possession of a valid California driver' s license and the ability to maintain qualification for district vehicle insurance coverage.

PHYSICAL ABILITY

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. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls. Reach with hands and arms. Talk, smell, and hear. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts an din outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in this work environment is moderate.