

DAY CUSTODIAN

JOB SUMMARY

Under general direction of the site administrator, responsible for the routine cleaning and sanitation of classrooms, office, restrooms, libraries, auditoriums, kitchens, (may assist with heavy work in the cafeteria), assembly areas, and grounds of a school site or the district office.

SPECIAL INSTRUCTIONS

During periods of time when students are not in session, the Maintenance/Operations Department will assume the responsibility for direct supervision of Day Custodians. This department may also serve as a technical resource for the site administrator(s) in a variety of situations required in this position.

TYPICAL DUTIES

Perform a variety of custodial tasks including sweeping sidewalks, outside area, play area, and eating area. Sweeping and mopping floors, cleaning chalkboards, emptying waste baskets, dusting classrooms and/or offices and picking up papers and/or trash. Wash windows, blinds, sinks, and counters. Clean and disinfect restrooms. Set up meeting rooms and auditoriums as requested; set up chairs, tables, sound and other equipment for meetings and workshops; turn on heating and/or cooling equipment and adjust for temperature change. Respond to staff requests for custodial services and open and secure buildings and grounds. Replace light bulbs; scrub, disinfect, seal, and polish floors; shampoo carpets; does periodic deep cleaning. Performs minor maintenance tasks such as installing pencil sharpeners, repairing furniture, touch up painting, etc. inspect buildings and grounds for damage, needed repairs, security and safety hazards; report results of inspection to your supervisor. Maintain inventory of, and order custodial supplies as needed. Check playground equipment for safety and report hazards as needed. Check fire extinguishers for proper charge level and report to appropriate personnel if charging is required. Assist in asbestos checks, fire safety inspections, and emergency evacuations. May be required to administer first aid/CPR. Operate electrical custodial equipment such as vacuum cleaner, floor scrubber/buffer, rug shampooer, etc. may do basic upkeep of grounds including watering and operation of water systems; planting grass areas; weeding, mowing, trimming hedges and trees, etc. Provide work direction to summer and part time helpers. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent. Possession of a current certificate in cardiopulmonary resuscitation (CPR) and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR. At least one year demonstrated experience performing custodial duties.

Knowledge of:

Methods, materials, and equipment used in custodial, grounds keeping, and light maintenance work. Custodial practices and procedures. Proper use and mixing of cleaning solutions and disinfectants. Requirements for maintaining school buildings in a safe, clean, and orderly condition. Health and safety procedures. Equipment used in performing custodial duties and methods of care for all types of flooring materials.

Ability to:

Demonstrate good judgment and common sense. Establish and maintain good working relationships with everyone you come into contact through the course of performing your job responsibilities. Maintain records and be able to make complete and concise reports. Monitor and order supplies. Follow oral and written instructions. Operate all equipment safely and efficiently that is required in performing responsibilities. Maintain schedule for both daily and periodic cleaning of all facilities assigned. Perform assigned tasks without immediate supervision. Observe and report required needs for maintenance. Make accurate mathematical computations.

LICENSE

Must possess 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 to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

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 job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to pass a physical examination and drug screen certifying this ability.

WORK ENVIRONMENT:

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 and in 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 the work environment is usually moderate.