

WISEBURN UNIFIED SCHOOL DISTRICT

FACILITY SUPPORT CUSTODIAN

DEFINITION

Under the direction of an assigned supervisor, provide support to user groups, scheduling activities in connection with the District's Civic Center usage, clean classrooms, office, fields, and other facilities of assigned schools during an assigned shift; perform minor repair and maintenance and assure security and supervision of sites during assigned hours.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Facility support Custodian classification coordinates use of district grounds during non-school hours for Civic Center recreation purposes, assists in maintaining a district master calendar of school ground usage by qualified groups; meets and confers with recreational groups to assist in planning and scheduling of school facilities. Performs basic routine custodial activities and minor repair and maintenance at assigned school sites, and monitor, supervise, and direct paid and non-paid user groups of WUSD fields and facilities.

ESSENTIAL DUTIES -

- Assist in the security and supervision of user groups in or around campus buildings, facilities and adjacent areas; oversee and enforce appropriate use. E
- Patrol school campus and surrounding area by foot to prevent loitering, unauthorized facility use, and unauthorized individuals on campus. E
- Assure security of school during assigned hours; lock gates, doors and windows; turn off lights when room is not in use; monitor facilities for fire hazards and report to appropriate personnel as required. E
- Clean classrooms, office, cafeterias, gymnasiums and other facilities of an assigned school during an assigned shift; sweep, scrub, mop, wax, refinish, seal and polish floors and vacuum rugs and carpets in classrooms, offices and other work areas. E
- Dust and polish furniture, fixtures and woodwork; clean chalkboards, trays and erasers; empty pencil sharpeners. E
- Empty and clean the waste receptacles; refill dispensers. E
- Clean, scrub and disinfect student and staff restrooms, wash windows and walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains according to assigned work schedules. E
- Adjust and arrange furniture and equipment; set up school and District Office facilities for special events and meetings. E
- Operate and maintain a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools; replace belts and bags on vacuum cleaners as necessary. E
- Pick up paper and other debris from grounds and buildings. E
- Participate in thorough cleaning and restoration of school plant during school vacations or school recess periods as assigned. E
- Assist with grounds maintenance or general maintenance of the school building such as painting as required; check clocks and bells and perform other minor maintenance work as assigned; replace lights, adjust shades or blinds or adjust desks and other furniture. E

Revised: November 2014

Board Approved: _____

- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern cleaning methods and the preferred methods of cleaning and preserving floors, walls and fixtures and surrounding areas.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Safety practices and work methods.
- Policies and objectives of assigned program and activities.
- Proper lifting techniques.
- District, State and school laws, rules and regulations related to assigned activities.
- Basic methods and procedures of patrolling building and grounds.
- Skills utilized to maintain positive relationships with school and community members.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Learn requirements of maintaining school buildings and facilities in a safe, clean and orderly condition.
- Learn the schedules, procedures and use of custodial tools and supplies.
- Use common cleaning equipment and materials in a safe and efficient manner.
- Operate a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools.
- Meet schedules and time lines.
- Understand and follow oral and written directions.
- Create EXCEL spreadsheet to assist with scheduling groups/events.
- Work cooperatively with others.
- Complete minor repairs as necessary.
- Assist in the security and supervision of campus buildings, facilities and adjacent areas.
- Patrol and monitor campus to maintain order and security.
- Assure user group compliance with school and District policies and regulations.
- Analyze situations accurately and adopt an effective course of action.
- Retain composure in stressful and difficult situations.
- Understand and work within scope of authority.

EDUCATION AND EXPERIENCE

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

ENVIRONMENT

- Indoor and outdoor work environment
- Adverse weather conditions

PHYSICAL ABILITY

Demands:

- Climbing ladders to inspect and replace lights.
- Lifting and carrying heavy objects.

- Dexterity of hands and fingers to operate small hand and power tools and equipment.
- Standing or walking for extended periods of time.

Hazards:

- Exposure to cleaning chemicals.
- Fumes from paints and solvents.
- Working at heights.
- Potential exposure to blood borne pathogens.
- Contact with dissatisfied or abusive individuals.

HOURS

12 month position. Saturdays and Sundays only. The individual selected will work up to 8 hours on Saturday and 8 hours on Sunday for a total of 16 hours per week. Shift times may vary.

