



DAY CUSTODIAN

District of Scholars, Achievers, Champions

Board Adoption Date:02.09.11

BRIEF DESCRIPTION OF POSITION:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Under the supervision of the Operations Supervisor and direction of a lead, maintains assigned restrooms, in a clean and orderly manner; perform a variety of skilled duties relative to assigned area of responsibility.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Sweep the entire floor area prior to mopping with a fresh solution of approved disinfectant, paying attention to corners, behind doors and areas behind toilets. **E**
- b. Empty receptacle daily and replace liner when torn or dirty. Sanitize receptacle three times weekly. **E**
- c. Clean and disinfect sinks, area behind sinks (splash zone), counter tops, lower walls, mirrors, switch plates, exit doors, door pulls, stall partitions walls and doors, restock supplies, polishes metal fixtures weekly. **E**
- d. Clean and sanitize toilets and urinals, wipe down with approved disinfectant daily, paying attention to the following: **E**
 - Toilets the base, back, outside and inside walls and floor behind the base of the toilet where a wet mop cannot reach.
 - Urinals the water release holes, inside under the front rim and drain hole, flush to rinse.
- f. Remove graffiti daily unless profanity or gang related and then it shall be removed immediately upon report. **E**
- g. Inspect ceiling. Sweep down spitballs, spider webs and other debris daily. **E**
- h. Scrub tile floors weekly, paying attention to area beneath urinals and in and around toilets with approved disinfectant. **E**
- i. Pour one quart of Enzymatic Digester solution down floor drain weekly. **E**
- j. Performs minor non-technical repairs to fixtures; replace lights as needed; clean, reports other repairs and maintenance needs to appropriate personnel. **E**
- k. Turns lights on and off; unlocks and locks doors and gates and maintains proper school security at all times. **E**
- l. Clean and store custodial equipment in accordance with appropriate equipment instruction. Report damaged or malfunctioning equipment to Operations Supervisor. **E**
- m. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- a. Methods, equipment, and materials used in custodial work. Including, cleaning standards, standardized cleaning methods and restroom cleaning servicing.
- b. Proper methods of storing: (custodial equipment, supplies and materials).
- c. Principles and practices of health and safety regulations.
- d. How to read MSDS sheets and labels directions for the safe handling, diluting and use of chemicals.
- e. Methods of minor preventive maintenance
- f. Specialized tools and methods used in cleaning

Ability to:

- a. Use cleaning materials, equipment and methods according to pre-determined standards. Learn and apply knowledge of the schedules, procedures of equipment and supplies used in custodial work.
- b. Maintain equipment and supplies in appropriate condition.
- c. Perform minor, non-technical repairs.
- d. Observe and report need for maintenance and repair.
- e. Lift objects weighing up to 50 pounds.
- f. Understand and follow oral and written directions.
- g. Meet schedules and time lines.
- h. Communicate effectively with others.
- i. Establish and maintain cooperative and effective working relationships with others.
- j. Maintaining restrooms in a safe, clean and orderly condition in compliance with Assembly Bill: SB 892, School Restrooms section 35292.5-(2).
- k. Work independently with limited supervision.
- l. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

EDUCATION AND EXPERIENCE:

High School Diploma or GED and any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above:

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

PHYSICAL CHARACTERISTICS:

Must be able to work on uneven or slippery surfaces, bend, stoop, crawling, climbing, walking, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to frequent lifting, carrying, pushing, pulling, and fumes from cleaning chemicals; positions in this class may be assigned to work during the day and/or evening.