

JOB DESCRIPTION

Title:	Substitute Custodian	Reports To:	Director of Maintenance, Operations & Facilities or Designee
Department:	Maintenance, Operations & Facilities	Work Year:	N/A
Classification:	Classified	Salary:	Custodian Range 33 – Step A
Date Revised:	10/25/2021		

DESCRIPTION OF POSITION:

The job of Substitute Custodian is done for the purpose/s of providing custodial services at assigned site; ensuring a clean, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and preparing facilities for classroom activities and campus events.

This job reports to Director of Maintenance, Operations & Facilities or Designee.

REPRESENTATIVE DUTIES:

- Assembles a variety of furniture and small equipment for the purpose of ensuring availability of items in a safe working condition.
- Assists in site recycling/sustainability efforts.
- Cleans assigned facilities and/or grounds (station) (e.g. classrooms, offices, restrooms, gutters, yards, etc.) for the purpose of maintaining a sanitary, safe and clean environment.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Informs students and other site personnel (e.g. safety notifications, barriers, etc.) for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- Observes students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Participates in staff meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventative maintenance (e.g. strip/wax floors, moves furniture, cleaning, etc.) for the purpose of ensuring the ongoing functioning of facilities.
- Prepares buildings and grounds for use by district and non-district events (e.g. cafeteria, library, multipurpose rooms, etc.) for the purpose of completing set-up design documented in permit (event description).
- Prepares site for daily operations (e.g. opening/closing facilities, raising/lowering flags, sweeping walkways, transports recyclables, etc.) for the purpose of ensuring facilities are safe and operational.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.

- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking action or notifying other personnel for resolution.
- Supports other site maintenance staff (e.g. grounds, trades, head custodians, etc.) for the purpose of completing site custodial activities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

EDUCATION AND EXPERIENCE:

- Graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed below.

LICENSE AND OTHER REQUIREMENTS:

- Valid California Driver’s License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic cleaning methods, procedures and techniques.
- Cleaning materials, supplies and equipment.
- Safe working methods and procedures.
- Efficiently and effectively use cleaning materials, supplies and equipment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Perform simple and repetitive tasks.

WORKING CONDITIONS:

ENVIRONMENT: Indoor and outdoor environment; regular exposure to fumes, dust and odors.

HAZARDS: Contact with cleaning agents and chemicals.

PHYSICAL REQUIREMENTS:

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	3	Lift/carry 0-10 lbs	3
Twist	3	Lift/carry 11-25 lbs	3
Squat	3	Lift/carry 26-40 lbs	3
Kneel	2	Lift/carry 41-100 lbs	1
Climb	3	Stand	3
Reach above shoulder	3	Walk	3
Grip/Grasp	4	Sit	2
Extend/Flex Neck	3	Drive	1
Use Right Hand	4	Perform Repetitive Hand Motions	3
Use Left Hand	4	Keyboarding/Mouse Work	1
Ability to See	4	Ability to Hear	4

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