

Position: Day Custodian**Department: Maintenance and Operations -****Reports To: Site/Program Administrator****Pay Grade: 13**

SUMMARY

Performs a variety of work in the custodial, grounds cleanup, and light maintenance of a school site and related facilities. Collaborates with Site Administrator and Night Custodian to achieve objectives of this position.

NATURE AND SCOPE

Under supervision, performs regularly, proficiently and independently, basic custodial related jobs. May perform routine maintenance tasks and evaluates more complex maintenance requirements for resolution by maintenance personnel. May guide or prepare instructions for Night Custodian staff. Has daily contact with students, and community, during routine performance of duties.

DISTINGUISHING CHARACTERISTICS

This is the third level position in the Custodial series, requiring a demonstrated ability to work independently from work orders and general (oral and written) instructions, performs light maintenance such as changing lights, replacing filters, patching, painting, securing loose fixtures, etc.

ESSENTIAL TYPES OF DUTIES (Examples)

- Performs a variety of light maintenance and preventative maintenance on the buildings and grounds.
- Performs a variety of custodial maintenance duties. Scrubs and mops floors. Washes windows, counters, and walls. Vacuums rugs and carpets.
- Assists in the lifting, moving, and storing of related items.
- Maintains and makes minor repairs to buildings and fixtures. Reports the repair and maintenance needs and assists others in making repairs.
- Cleans classrooms, offices, multi-purpose room, etc. on a regular basis. Empties and cleans waste receptacles. Picks up paper. Picks up trash containers and empties into large bins. Cleans white boards, chalkboards (as needed). Disinfects sinks and countertops.

- Responds to student illness in the classroom including bringing out a stretcher, cleaning up vomit, fecal waste and spilled body fluids. Assists with injured students/staff as needed.
- Establishes an annual summer maintenance schedule in collaboration with the site administrator and/or Director of Maintenance and Operations.
- Power wash sidewalks, walls, and waste receptacles as needed.
- Moves furniture and equipment. Sets-up meeting rooms, classrooms, and other school facilities for special school meetings and events. Sets-up equipment for athletic events. Changes combinations on lockers if applicable.
- Conducts all building inspections and/or reinspections for fire and safety reports.
- Maintains and programs computerized clocks, bell schedules, and telephone systems.
- Maintains site computerized inventory logs.
- Responsible for MS/DS Logs, asbestos and lead paint removal reports.
- Turns lights on and off. Unlocks and locks doors and gates. Raises and lowers flags. Washes walks and eating areas. Cleans drinking fountains. Makes emergency cleanups in the cafeteria and other areas.
- May use a variety of electrical equipment to clean floors, replace lights, and steam clean walls.
- Picks up and delivers school supplies, furniture, and/or equipment.
- Maintains various supplies and equipment used in the course of work. Receives, inventories, distributes, and stores school supplies.
- Represents the site on the District Safety Committee. Reports any potential safety hazards to the Maintenance Department.
- Sees that school facilities are set-up for special community functions held during the school day and coordinates with the Night Custodian to set-up similar functions held after school hours.
- Checks doors, windows, and assigned areas for vandalism. Reports safety, sanitary, and fire hazards. Assists in the performance of site building and grounds maintenance which may include blowing off sidewalks, trash pick-up, turning on and off irrigation lines, etc.
- Cleans and disinfects restrooms, toilets, sinks, floors and restocks supplies on a regular basis.

- Responsible for site security alarm system.
- Coordinates alarm call response system.
- Performs related duties and responsibilities as required to accomplish the objectives of the position

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance. Requires a thorough knowledge of the buildings and grounds of the assigned site. Must have a good knowledge of work hazards and safety procedures. Requires some knowledge of chemical reactions and the use of universal precautions when dealing with blood borne pathogens.

Abilities: Must be able to perform all of the essential duties of the position with limited supervision. Must be able to maintain tools and equipment in a working condition. Requires the ability to perform routine maintenance tasks and to be able to determine when to refer more complex maintenance requirements to the maintenance department. Must have the ability to give general direction guidance to Night Custodians. Must be able to communicate effectively, both orally and in writing. Must be able to follow oral and written directions.

Physical Abilities: Requires the ability to walk, bend, stoop and perform repetitive arm and shoulder motions with moderate exertion. Be familiar with proper lifting methods. Must lift light to medium weight materials or equipment up to 50 pounds on a frequent basis, over 50 pounds on an occasional basis. Requires the ability to operate and maneuver demanding equipment such as floor polishers, carpet cleaners, and extension window cleaners. Requires visual acuity and depth perception to operate equipment and read safety materials.

Education and/or Experience: High School diploma or GED, plus reading and writing skills sufficient to perform duties and read and understand MS/DS sheets required. Prior custodial experience preferred.

Licenses and Certificates: Requires valid California Driver's License.

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