



# LOMPEC UNIFIED SCHOOL DISTRICT

## SENIOR CUSTODIAN

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### **JOB SUMMARY:**

- Under the direction of the Operations Supervisor, perform independent custodial activities at an assigned school site or facility; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform independent activities at an assigned school site or facility; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets other work areas; spot clean and shampoo carpets; resurface gym floor as needed.
- Clean gym building, locker room facilities, Education Center Complex, preschool, print shop, central kitchen, preschool and/or other assigned school areas; empty waste receptacles; remove gum, debris and clean or report graffiti as needed.
- Clean, scrub and disinfect restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; wash mirrors, tile, walls and windows; unclog drains and toilets; restock paper supplies and soap as necessary; clean drinking fountains.
- Prepare gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events.
- Inform students and public on the use of facilities and provide information and direction regarding activities, safety issues and/or proper maintenance of facilities; attend evening events and assist the general public to provide support and coordinate other custodial staff in the absence administration staff or lead custodial personnel.
- Provide work direction and guidance to assigned custodial and substitute personal in the absence of the Lead Custodian.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, sanitizing machine and other equipment as assigned; drive a vehicle to conduct work as assigned by the position.
- Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set security system as appropriate.
- Report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance and repairs to appropriate authority; respond to immediate safety and/or operational concerns; monitor and update fire extinguisher tags.
- Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes.
- Coordinate the delivery of a variety of items for a variety of routine use or special events; deliver supplies, packages, furniture or other items to appropriate personnel at the site.
- Move, arrange and assemble furniture and equipment as requested.

### **OTHER DUTIES:**

- Attend meetings, in-service training and workshops as assigned.
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods.
- Assist with general grounds or maintenance activities as required by the position.
- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### Education and Experience:

Any combination equivalent to: graduation from high school and two years of custodial experience.

### Licenses and other Requirements

- Some positions in this class may require a valid California Class C driver's license.

### Knowledge of:

- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Interpersonal skills including tact, patience and courtesy.
- Communication skills.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.

### Ability to:

- Perform independent custodial activities at an assigned school site or facility.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
- Use cleaning materials and equipment in a safe and efficient manner.
- Operate a variety of custodial equipment.
- Maintain tools and equipment in clean working order.
- Move and arrange furniture and equipment.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Meet schedules and timelines.

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor and outdoor work environment.
- Subject to fumes, dust and odors.
- Occasional evening or variable hours.

Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking or standing for extended periods of time.
- Seeing to perform custodial duties.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights to replace light bulbs.

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Hazards:

- Exposure to cleaning agents and chemicals.
- Working on ladders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA Status:** Non-Exempt

**Approval Date:** February 14, 2023

**Personnel Commission First Reading:** November 17, 2022

**Personnel Commission Approval:** November 17, 2022

**Salary Range:** 31