

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Custodian II	Reports to:	Program Administrator/Supervisor
Job Category:	Maintenance/Operations/ Facilities/Transportation	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	18
Job Description Revised:	11/10/2022 Range Change	FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of an a Program Administrator/Supervisor, perform routine custodial duties at high school sites during assigned night shifts; maintain buildings, classrooms, cafeteria, office space and adjacent grounds to ensure school site facilities are attractive, sanitary and safe for students, staff and public; deliver and arrange equipment and furniture for meetings, classroom activities and events; respond to operational and safety requests as needed.

ESSENTIAL FUNCTIONS:

- Perform routine custodial duties at high school sites during assigned night shifts to maintain District buildings, facilities, office space and adjacent grounds areas in a clean, orderly and secure condition.
- Work independently or as a team to prepare school facility for upcoming scheduled day/night events and meetings.
- Clean assigned facilities and grounds including classrooms, offices, cafeterias restrooms, grounds, swimming pool, and other facilities of an assigned school site to maintain a sanitary, safe and attractive environment; sweep, scrub and mop floors; vacuum rugs and carpets in classrooms, offices and other work areas; strip, wax and refinish floors; shampoo and spot clean carpets.
- Arrange furnishings and equipment for upcoming school events, including assemblies, meetings, luncheons and sporting events; remove furniture as needed; deliver various items including school supplies, furniture, audio visual equipment, and boxes; respond to the custodial needs of staff as assigned; drive a vehicle to conduct work; pick up supplies as assigned.
- Dust and polish furniture, light fixtures and woodwork; clean chalkboards, trays and erasers; empty and clean waste receptacles and pencil sharpeners; clean and adjust shades or blinds.
- Clean, scrub and disinfect student and staff restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains.
- Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; water lawns and shrubs as assigned by the position.
- Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes, unplugging toilets and sinks and changing fuses; perform minor touch-up painting as assigned; identify and report maintenance problems; identify necessary repairs due to vandalism, equipment breakage, weather conditions.
- Operate and maintain a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner and small power and hand tools; replace belts and bags on vacuum cleaners as necessary.
- Ensure security of facilities during assigned hours; lock gates, doors and windows; monitor facilities for vandalism and safety and fire hazards and report to appropriate personnel; respond to

- emergency calls during and after hours as assigned; drive a vehicle to conduct work.
- Participate in thorough cleaning and restoration of school plant or other facilities as assigned during school recess and summer breaks.
- Maintain supplies and equipment, including cleaning solutions, paper products, vacuum and mops for the purpose of ensuring the availability of items required to properly maintain facilities.
- Oversee facility maintenance activities and assigned custodial personnel to ensure functions are performed efficiently.
- Respond to immediate safety and operational concerns such as facility damage, alarms, graffiti, unauthorized individual, and animal trespass; take appropriate action to resolve immediate safety issues.
- Secure facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to organization.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.
- Attend in-service training including, for blood borne pathogens, cleaning solvents and first aid; receive information on new and improved procedures.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Basic methods, materials, tools and equipment used in custodial work.
- Methods of industrial cleaning including floor and carpet.
- Methods of cleaning and preserving floors, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Operation and maintenance of custodial equipment and power and hand tools.
- Oral and written communication skills.
- Basic math.
- Safety practices and procedures.

Ability to:

- Perform routine custodial activities to maintain facilities, buildings, and adjacent grounds areas.
- Operate cleaning equipment using a variety of standardized methods.
- Learn requirements of maintaining buildings in a safe, clean and orderly condition.
- Use various cleaning materials and methods.
- Use appropriate safety precautions and procedures.
- Use proper lifting techniques.
- Inspect and ensure the security of facilities during assigned shift.
- Operate and maintain tools and equipment and keep in clean working order.
- Perform minor non-technical repairs.
- Observe and report need for maintenance and repair.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Communicate effectively with others.
- Work with others in a team environment.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Sufficient education and experience to demonstrate the knowledge and abilities listed.

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license.

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Indoor/Outdoor work environment; subject to fumes, dust and odors; driving a vehicle to conduct work.

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.

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking or standing for extended periods of time.
- 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.

Hazards:

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

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.
- State Mandated Training.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.