

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: SENIOR CUSTODIAN

BASIC FUNCTION:

Under direction of a site administrator, performs responsible custodial duties and activities; sets up multi-purpose room for meetings, assemblies, and food service functions; maintains assigned buildings, grounds, and facilities in a clean, orderly and secure condition.

ESSENTIAL DUTIES:

Prepares school for opening each morning; unlocks and opens doors; raises the flags; cleans entry area and walkways.

Sets up multipurpose room for lunch and breakfast programs as necessary; cleans up after lunch and breakfast programs, and empties all trash.

Sweeps, scrubs, mops, and waxes floors; vacuums carpets in classrooms, offices, and other assigned areas; scrapes and refinishes floors as necessary.

Washes windows, chalkboards, furniture, and other surfaces; dusts and polishes furniture and woodwork; cleans desks; cleans and adjusts shades, blinds, drapes, and furniture.

Empties and cleans waste receptacles and pencil sharpeners; picks up paper and other debris; washes and clean seating areas and walkways; removes gum debris; cleans vandalized walls; painting for graffiti as necessary.

Cleans and disinfects rest rooms facilities; including toilets and urinals, floors, walls, fixtures, appliances; cleans mirrors, tile and windows; fills dispensers with towels, soap, toilet paper and other items; cleans and disinfects drinking fountains.

Assists in moving, arranging, and setting up furniture and equipment for special events, meetings, and other activities.

Performs minor, non-technical repairs to buildings, grounds, and facilities including the replacement of light bulbs and fluorescent tubes; unclog drains and commodes as necessary; reports other repair and maintenance needs as appropriate.

Issues, receives, and stores playground supplies and equipment.

Maintains security of site and/or assigned areas; checks doors, windows, lights, and gates to ensure they are appropriately locked or otherwise secured; set alarms; occasionally responds to alarm service requests on weekends and after hours; boards up broken windows when necessary for the security of the room and/or facility; observes facilities and adjacent grounds, and reports any unlawful loitering or vandalism to the appropriate authorities.

Delivers supplies to classrooms; provides emergency custodial care in classrooms and other areas as required.

Orders, receives, checks and distributes custodial supplies and equipment as needed; maintains related inventory records.

OTHER REPRESENTATIVE DUTIES:

Maintains equipment and supplies in proper condition; reports needed repairs

Provides direction and assistance to other custodial staff assigned to the school.

Maintains various records related to custodial activities and assignments.

Performs non-technical maintenance and repairs to school grounds, facilities, and equipment.

Assists in the maintenance of school grounds; waters lawn and shrubs; may do some planting and pruning.

May assist in setting up playground equipment.

Responds to requests from appropriate staff members.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to and receives direction from the site administrator or other designated administrator.
(2) Provides work direction and guidance to custodial personnel as assigned.

Internal Contacts: Continuing contact with site administrator(s), other custodial personnel, school office managers and other clerical personnel, and certificated staff; some contact with students, food service, maintenance and grounds personnel.

External Contacts: Contact with parents and community members.
Occasional contact with police and fire personnel.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, materials, tools, and equipment used in custodial work.

Principles and practices of training and providing work direction to others.

Modern cleaning methods; including basic methods of cleaning and preserving floors, blackboards, carpets, furniture, walls, and fixtures.

Requirements and techniques for maintaining school buildings and grounds in a safe, clean, and orderly condition.

Health and safety regulations and appropriate safety precautions and procedures required in a school environment.

Basic record-keeping and report preparation techniques.

Tools and techniques used for making minor, non-technical repairs to buildings, fixtures, and grounds.

Proper methods of storing equipment, materials and supplies.

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Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Provide direction and work guidance to others.

Assign and review the work of others.

Maintain routine records and logs.

Communicate effectively with others.

Work courteously and tactfully with co-workers, public and parents.

Use cleaning equipment, materials, and methods according to established procedures and standards.

Apply knowledge in scheduling work, using equipment and supplies, and implementing custodial procedures in the cleaning and maintenance of school buildings and facilities.

Clean and maintain custodial tools and equipment in proper working order.

Maintain custodial and supply rooms in a clean and orderly condition.

Use tools and perform minor, non-technical repairs to buildings, grounds, and facilities.

Observe and report needs for maintenance and repairs to buildings and grounds as appropriate.

Perform heavy manual labor.

Understand and follow oral and written directions.

Establish and maintain effective working relationships with others.

Meet schedules and time-lines.

Observe and report security or safety problems and any maintenance or repair needs.

Prioritize assignments and work schedule.

Identify and recognize the need to take care of unscheduled issues that occur during the course of the work day.

Read, interpret and follow rules, regulations, policies and procedures.

Receive constructive criticism and modify work appropriately.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Any combination equivalent to: (1) graduation from high school; (2) one year of full-time custodial experience; preferably in a school setting and (3) a good work history which indicates an ability to be at work regularly, on time and to perform effectively.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms above head; talk and hear. The employee frequently is required to climb or balance. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move objects weighing up to 50 pounds; occasionally up to 75 pounds. Specific vision abilities required by this job include

close vision, depth perception and ability to focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License.

PREPARED BY:	Classified Personnel Department	DATE: 1/13/97
APPROVED BY:	Board of Trustees	DATE: 5/11/89
APPROVED BY:	Personnel Commission	DATE: 7/25/95
REVISED BY:	Personnel Commission	DATE: 1/28/97
REVISED BY:	Personnel Commission	DATE: 6/20/06