

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CUSTODIAN DAY III

BASIC FUNCTION:

Under the direction of the site administrator and the Supervisor-Custodial Services, participate in a variety of more complex cleaning and custodial maintenance activities at an assigned high school site; train and provide work direction to assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Head Custodian III classification is designated for positions assigned to a high school campus and work a daytime shift. Incumbents provide more complex custodial services and typically lead a larger custodial staff. Incumbents in the Head Custodian II classification works the day shift at an assigned middle or high school site. The Head Custodian I classification works the day shift at an assigned elementary, community or adult school location.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform more complex daytime custodial services required to maintain assigned high school buildings and adjacent grounds areas in a clean, orderly and secure condition; perform special custodial projects and work as requests

Train and provide work direction to assigned staff; assign, coordinate and inspect the work of custodial staff at a high school in maintaining a neat, clean and safe school.

Conduct regular inspections of school plant facility related to custodial projects and activities; make minor repairs and adjustments to school plant equipment and fixtures.

Participate in routine custodial activities at an assigned high school site or facility; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets.

Confer with site administrator or assigned supervisor regarding school care and cleaning matters.

Monitor inventory levels of instructional and custodial supplies; order, receive, store and distribute instructional and custodial supplies and materials as directed; receive and distribute items and materials to personnel as assigned; supervise the storage, maintenance and use of custodial supplies and equipment.

Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; spot mop spills; remove gum, debris and graffiti as needed.

Empty waste receptacles; fill soap dispensers; stock and refill paper towels and toilet paper dispensers.

Maintain grounds in a clean condition and pick up paper, trash and debris around school grounds and in buildings as assigned.

Raise and lower flags; unlock and lock doors and gates, assuring facilities are properly secured; set alarms as appropriate.

Clean and disinfect restroom facilities including sinks, toilets and urinals; wash mirrors, tile, walls and windows; unclog drains and toilets.

Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; assist with the cleanup of furniture, equipment and debris following these events.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned.

Communicate with personnel, outside agencies and others to exchange information and resolve issues or concerns.

Report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance repairs to appropriate authority.

Maintain various records related to time cards, vacation/sick leave requests, staff attendance, facility usage, inventory and other assigned activities.

Supervise and participate in the thorough cleaning and restoration of campus facilities during vacation periods.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Requirements of maintaining buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Proper methods of storing equipment, materials and supplies.

Oral and written communication skills.

Record-keeping techniques.

Principles of training and providing work direction.

ABILITY TO:

Plan, oversee and participate in a variety of cleaning and custodial maintenance activities.
Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
Estimate quantity and types of supplies needed.
Understand and follow oral and written instructions.
Move and arrange furniture and equipment.
Operate assigned custodial equipment.
Observe health and safety regulations.
Perform minor non-technical repairs.
Observe and report need for maintenance and repair.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records related to work performed.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of custodial or maintenance experience including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificate issued by an authorized agency.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Subject to fumes, dust and odors.

PHYSICAL DEMANDS:

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 as assigned by position.
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.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017