

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CUSTODIAN NIGHT**

#### **BASIC FUNCTION:**

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

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform routine custodial activities at an assigned 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.

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.

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

Lock gates and classroom doors according to established procedures as assigned; wash down buildings and power wash buildings as assigned.

Replace light bulbs and tubes; clean chalkboards, white boards, trays and erasers; clean tables, chairs and floors.

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; clean up furniture, equipment and debris following these events.

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

Communicate with internal contacts as needed to resolve issues or concerns; attend related meetings as assigned by the position; confer with site administrator or assigned supervisor regarding school care and cleaning matters related to assigned duties.

Report safety and sanitation hazards to appropriate personnel; report maintenance repair needs to appropriate personnel as assigned.

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

**OTHER DUTIES:**

Perform related duties as assigned.

Assist with delivering items and materials to personnel as assigned.

**KNOWLEDGE AND ABILITIES:**

**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.

Appropriate safety precautions and procedures.

Proper lifting techniques.

**ABILITY TO:**

Perform routine custodial activities at an assigned school site or facility.

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 time lines.

Practice proper lifting and bending techniques.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

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.

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