

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

DAY CUSTODIAN

**POSITION
DESCRIPTION:**

Directly responsible to the principal or their designee. Performs custodial and minor maintenance work at their assigned site to support a clean, safe, and orderly environment for students and staff.

**ESSENTIAL JOB
FUNCTIONS:**

1. Sweeps, mops, scrubs, strips, applies floor finish, and burnishes floor surfaces
2. Vacuums and cleans carpets and mats in offices, classrooms, Multi Purpose Room, and areas as assigned
3. Cleans and disinfects restroom, including stalls, fixtures (i.e. toilets, urinals, faucets and sinks), mirrors and dispensers
4. Restocks restroom supplies and replaces trash liners daily
5. Cleans and dusts walls, baseboards, vents, furniture, woodwork, chalkboards, whiteboards, and equipment
6. Sweeps/airbrooms walkways and blacktops
7. Restocks soap and paper towel dispensers
8. Performs deep cleaning duties as assigned
9. Cleans windows, doors, light fixtures, touch points (i.e. handles / door knobs, light switches, etc.), countertops, sinks, faucets, and drinking fountains
10. Cleans and disinfects areas exposed to bio hazards (feces, urine, vomit, blood, and other bodily fluids)
11. Maintains cleanliness and safety of campus in accordance with District policies and any applicable laws and/or regulations
12. Empties and cleans waste containers and replace trash liners as needed
13. Secures and locks all doors, windows and gates, and sets alarm(s)
14. Performs monthly lifts, fire extinguisher, and playground inspections
15. Performs minor non-technical repairs, maintenance, and adjustments to building fixtures and equipment
16. Replaces light bulbs and ceiling tiles as required pursuant to applicable district policies and safety regulations
17. Performs minor painting projects including preparation such as graffiti removal, door and window trims, and touch up

18. Maintains cleanliness of custodial closet in a safe and orderly manner
19. Moves furniture and equipment at assigned site
20. Assembles furniture and other related items as required
21. Orders and maintains inventory of custodial supplies
22. Sets up and arranges designated areas for special events
23. Moves, stores, and delivers supplies on site
24. Assists emergency maintenance crew as requested
25. Reports all safety, sanitary, and fire hazards
26. Communicates and works cooperatively with sites, co-workers, parents and students
27. Communicates with District personnel and outside agencies to exchange information and resolve issues or concerns
28. Attends trainings and meetings as directed
29. Performs other related duties as directed

**MINIMUM
QUALIFICATIONS:**

Requirements:

- Possession of a valid California Driver's License

Knowledge of:

- Custodial equipment, materials, tools, and processes
- Custodial safety procedures
- Proper lifting techniques

Ability to:

- Understand dilution ratios for cleaning chemicals
- Adhere to a fast-paced schedule
- Work with minimal supervision
- Drive a utility cart on site
- Operate a two-way radio
- Work cooperatively with others
- Understand and carryout oral and written directions
- Communicate effectively, both orally and in writing
- Lift, carry, push and pull heavy objects up to 50 lbs as assigned by position

EXPERIENCE:

Required:

- A minimum of one (1) year experience in paid custodial or related field

Desired:

- Prior employment as a custodian for a large facility or school district

EDUCATION:

Required:

- High School Diploma or equivalent

**WORKING
CONDITIONS:**

Environment:

- Indoor and outdoor environment
- Exposure to fumes, dust, chemicals and odors
- Elementary school setting depending on assignment

Physical Demands:

- Ability to operate a variety of specialized equipment and tools
- Visually inspecting systems and reading/comprehending a variety of materials
- Hearing and speaking to exchange information
- Standing and walking for extended periods of time
- Bending at the waist, kneeling or crouching
- Climbing ladders and / or step stools
- Perform heavy labor

Hazards:

- Exposure to extreme weather conditions
- Exposure to bio hazards
- Working around and with machinery having moving parts
- Hazardous chemicals
- Working in a cramped or restrictive work area