

VICTOR ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION
(Classified Bargaining Unit)

POSITION:

NIGHT CUSTODIAN

**POSITION
DESCRIPTION:**

Directly responsible to the Custodial Supervisor. Performs custodial work in an assigned area to support a clean, safe, and orderly environment for students and staff. Performs other related work as directed.

**ESSENTIAL JOB
FUNCTIONS:**

1. Sweeps, mops, scrubs, strips, applies floor finish, and burnishes floor surface
2. Vacuums and cleans carpets and mats in offices and classrooms, and other assigned areas
3. Cleans and disinfects entire restroom
4. Restocks restroom supplies and replace trash liners daily
5. Cleans and dusts walls, baseboards, vents, furniture, woodwork, chalkboards, whiteboards, and equipment
6. Restocks soap and paper towel dispensers
7. Performs deep cleaning duties as assigned
8. Cleans windows, doors, light fixtures, touch points (i.e. handles / door knobs, light switches, etc.), countertops, sinks, faucets, and drinking fountains
9. Empties and cleans waste containers and replace liners as needed
10. Secures and locks all doors, windows and gates, and sets alarm(s)
11. Performs minor non-technical repairs, maintenance, and adjustments to building fixtures and equipment
12. Maintains cleanliness of custodial closet in a safe and orderly manner
13. Moves furniture and equipment at assigned site
14. Orders and maintains inventory of custodial supplies
15. Assists in setup of multi-purpose room and / or classrooms for special events
16. Moves and stores supplies
17. Reports all safety, sanitary, and fire hazards
18. Assembles furniture and other related items as required
19. Communicates and works cooperatively with sites and co-workers

- 20. Attends trainings and meetings as directed
- 21. 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 objects up to 50 lbs as assigned by position

EXPERIENCE:

Required:

- A minimum of one (1) year paid experience in a 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
- Working alone and at night
- 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 biohazards
- Working around and with machinery having moving parts
- Hazardous chemicals
- Working in a cramped or restrictive work area