

# CARDIFF SCHOOL DISTRICT SENIOR CUSTODIAN

## **DEFINITION:**

Under general supervision of a school principal, coordinates and performs custodial functions required to maintain assigned site buildings and adjacent ground areas in a clean, sanitary and safe condition; arranges and maintains the physical environment required for activities held at the site and performs minor maintenance and repairs. Interacts positively with students, staff, and community.

## **TYPICAL DUTIES:**

- Keeps school grounds free of trash
- Keeps sidewalks clear for Cardio Club activities
- Sweeps floors and walkways and vacuums carpets
- Scrubs, disinfects, seals, and polishes floors
- Shampoos carpets, does periodic deep cleaning
- Dusts and polishes furniture and woodwork and cleans waste receptacles
- Cleans restrooms and keeps restrooms supplied
- Washes windows, windowsills, and walls
- Cleans writing boards and trays
- Polishes metal work
- Replaces light bulbs
- Sets up and actively monitors AV equipment during outdoor assemblies
- Sets up auditorium with necessary tables, chairs, AV equipment, staging, etc. for all assemblies, performances, meetings, and special events
- Performs basic upkeep of grounds including watering and operation of irrigation systems
- Stacks, assembles and stores furniture, equipment and supplies prepares and maintains records and reports related to custodial operations
- Maintains inventory of, and orders custodial or school supplies as required
- Inspects buildings, grounds, HVAC, and other mechanical equipment for proper operation, damage, needed repairs, security and safety hazards, and reports conditions to the appropriate site personnel
- Performs minor maintenance and repairs of buildings, furniture and equipment and arranges maintenance, service and repair work with outside contractors as authorized
- Assists in the training and scheduling of custodial personnel assigned to the site and provides work direction to summer and part-time helpers
- Responds to staff requests for custodial services. Opens and secures building and grounds
- Is actively present at lunch tables during snack and lunchtime
- Actively participates in the student sorting of waste, recycle, and compost during snack and lunchtime
- Monitors and assists in the students' weekly collection of classroom recycling
- Stores and transports compost to garden
- Drives a District vehicle to transport food, mail, supplies, furniture and equipment between sites; loads and unloads materials.
- Other duties as assigned

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Methods, materials and equipment used in custodial, grounds keeping, and light maintenance work
- Custodial practices and procedures
- Requirements for maintaining school buildings in a safe, clean and orderly condition
- Health and safety procedures
- Basic heating and air conditioning
- Basic AV/Sound equipment

### **Ability to:**

- Plan and carry out a systematic building cleaning and maintenance schedule
- Demonstrate good judgment and common sense
- Work independently with little direction
- Make accurate arithmetic calculations
- Maintain records and make complete and concise reports
- Communicate orally and understand and carry out written and oral directions
- Establish and maintain cooperative working relationships
- Maintain a good driving record and qualify for district vehicle insurance
- Establish positive rapport with staff, students, and community
- Perform moderate to heavy physical labor including lifting or moving loads up to 55 pounds

## **EDUCATION/EXPERIENCE:**

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and at least one year demonstrated experience performing custodial duties. Experience in school site custodial work or related work is preferred.

## **LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California Motor Vehicle Operator's License

## **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.