

## **CLASS SPECIFICATION**

## **DISTRICT OFFICE CUSTODIAN**

### **DEFINITION**

Under supervision of the Director, Maintenance/Operations, Transportation, and Technology (MOTT), performs custodial tasks and routine minor maintenance to assigned buildings and adjacent grounds; arranges and assists in maintaining the physical environment required for activities held at the site; communicates with property manager; and performs other related work as required.

### **REPRESENTATIVE DUTIES**

- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Establish and maintain good working relationships with others
- Be responsible for and participate fully in keeping district office clean, orderly, secure, and safe
- Assist director in the development and execution of custodial schedule
- Organize and maintain inventory of custodial supply room, assist in the requisition of custodial supplies, and store materials and equipment in a safe manner
- Set up, take down, and clean up facilities
- Utilize calendar to plan setups/takedowns of the facilities for a variety of meetings and functions
- Operate the audiovisual system as required for events and meetings
- Raise/lower flags
- Assure security of facility during assigned hours; lock/unlock gates, doors, and windows; and arm/disarm security alarms
- Assist in enforcing rules and regulations regarding prohibited behavior and activities, notifying appropriate personnel and/or law enforcement when appropriate
- Monitor for fire hazards, notifying appropriate personnel and/or fire department when appropriate
- Assist in vandalism prevention and report potential risks
- Perform emergency cleanups required following breakage, vandalism, spills, or illness; remove gum and graffiti; follow district procedures for safely cleaning up pest infestations and bodily fluids
- Prepare for inspections, including, but not limited to, Fire Marshal, Workers' Compensation, and Health Department inspections, and report recommendations to the MOTT department
- Assist district personnel with delivery of mail and supplies
- Clean designated eating areas
- Clean, sanitize, and inspect drinking fountains, insuring that they are safe for use
- Clean, scrub, and disinfect restrooms; wash floors and walls; polish metalwork; clean sinks, mirrors, and other bathroom fixtures; restock paper supplies as necessary; refill soap and other dispensers as necessary
- Clean all rooms, back staircase, and handrail; sweep, scrub, mop, wax, oil, and vacuum floors; spot-clean and/or shampoo carpets; dust and polish furniture and other woodwork; wash windows and walls; polish metalwork; clean whiteboards and trays; empty pencil sharpeners and shredders
- Dust computer stations and related technology equipment
- Provide thorough cleaning and restoration of facilities during winter and spring breaks
- Operate a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools, and maintain equipment to ensure safe and proper working conditions
- Clean out plugged drains and drain pipes; change and/or clean air conditioning filters; and change light bulbs and tubes
- Make minor repairs and adjust desks, furniture, and other building equipment; report need for major repairs according to district protocol

- May perform light gardening, such as watering shrubs, pulling stray weeds, and raking border area as needed
- Assist district staff, vendors, maintenance contractors, and other visitors with facilities as needed
- Keep simple records with use of computer as needed
- Relocate materials and furniture on site
- May be temporarily assigned to a school site as needed
- Assist site custodians with training on audiovisual systems setup
- Coordinate maintenance/custodial issues in public areas/restrooms with property manager

## **ORGANIZATIONAL RESPONSIBILITIES**

Positions in this class operate under the supervision of the Director, Maintenance/Operations, Transportation, and Technology.

## **QUALIFICATIONS**

To perform this job successfully, an individual must possess:

### **Knowledge of:**

- Cleaning materials and disinfectants in proper quantities as well as equipment used in custodial work, including carpet cleaning, stripping, and waxing floors
- Safety practices and preferred methods relating to the handling, storage, and use of chemical cleaning products and custodial equipment
- Common tools and their uses
- Safe lifting and other safety practices
- Interpersonal skills using tact, patience, and courtesy
- Basic English usage, oral and written
- Basic audiovisual systems
- Basic computer skills

### **Ability to:**

- Establish and maintain cooperative and effective working relationships with school staff, colleagues, supervisors, and the public
- Lead and guide others in custodial duties
- Properly estimate quantity of required custodial supplies
- Operate simple hand tools and small power tools to make minor repairs
- Operate a variety of heavy custodial equipment
- Understand, carry out, and give oral and written directions in English
- Prioritize tasks and use good judgment related to emergency and safety matters
- Maintain confidentiality with regard to students, staff, and the community
- Learn and interpret specific rules, laws, and policies, and apply them with good judgment in a variety of situations
- Read and interpret manuals, instructions, and specifications, including Material Safety Data Sheets
- Maintain simple records
- Meet schedules and timelines
- Multitask job duties
- Work with minimal supervision
- Interact appropriately with elementary-age students
- Use good judgment and respond to student safety needs

**Education and Experience:**

- High school graduation or equivalent
- Two years of experience cleaning and maintaining buildings and grounds and/or one year custodial experience with the Cypress School District

**License Requirement:**

- Valid California driver's license

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

While performing duties of this position, the employee will be in direct contact with the public, students, and employees and may be subject to interruption. Negative interactions resulting from these contacts can result in stressful situations.

The employee is regularly required to stand, sit, kneel, squat, stoop, walk; use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms overhead, above the shoulders, and horizontally; bend or twist at the neck and waist; and be on his/her feet for extended periods of time. This position will regularly be moving, stacking, and setting up chairs and tables. The employee must have manual dexterity sufficient to climb ladders and work from heights, handle tools and operate equipment, and lift, carry, push, and pull items up to 50 pounds or up to 100 pounds with assistance. Vision abilities required by the job include close vision, color vision, peripheral vision, depth perception, and the ability to focus. While performing the duties of the job, the employee will work in both indoor and outdoor environments in seasonal heat and cold or adverse weather conditions and sometimes in a noisy atmosphere. Caution must be taken in the usage of electrical power supply with moderate voltage and in pushing, pulling, and/or lifting objects and equipment. The employee may be required to work with harsh and/or toxic substances. Use of a motor vehicle is required as the employee may be required to respond to other school sites on occasion.

Board Approved: 10/12/23