

CYPRESS SCHOOL DISTRICT  
Cypress, California 90630

**CLASS SPECIFICATION**

**MOTT WAREHOUSE/CUSTODIAN**

**DEFINITION**

Under direction of the Director, Maintenance/Operations, Transportation, and Technology, perform routine, repetitive tasks in the cleaning and care of district facilities and grounds; set up and maintain the physical environment required for activities; receive and store products and supplies; and perform other duties as assigned.

**REPRESENTATIVE DUTIES**

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures, and explain to stakeholders as needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all stakeholders, communicating pertinent information using a variety of communication modes
- Perform custodial functions at any site as assigned
- Provide training to custodial staff and substitutes and ensure safety standards are implemented, flexing hours as needed
- Clean, scrub, and disinfect restrooms; wash windows and walls; polish metalwork; clean sinks, mirrors, and other bathroom fixtures; restock paper supplies; refill soap and other dispensers as necessary
- Clean kitchen and eating areas
- Pick up paper and other debris from grounds and buildings; sweep or use blower to clean walkways; empty and clean waste receptacles
- Report need for major repairs according to district protocol
- Sweep, scrub, mop, wax, oil, and vacuum floors; dust and polish furniture and other woodwork; wash windows and walls; polish metalwork
- Operate and maintain a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools; replace belts and bags on vacuum cleaners as necessary
- Prepare facilities before and after events
- Raise/lower flags
- Turn off lights when rooms are not in use
- May perform light gardening such as watering shrubs and raking border areas
- Assist in constructing, moving, arranging, and setting up furniture and equipment
- Perform emergency clean-up resulting from breakage, vandalism, spilling, or illness; remove gum and graffiti; follow district procedures for safely cleaning up pest infestations and bodily fluids
- Assist in enforcing district rules and regulations regarding prohibitive behavior and activities, notifying district personnel and/or law enforcement when appropriate

- Assure security of facility during assigned hours; lock gates, doors, and windows; and arm security alarms
- Monitor for fire hazards, notifying appropriate personnel and/or fire department when appropriate
- Assist in vandalism prevention and reporting
- Load and unload trucks with materials, food products, equipment, and supplies
- Receive and check merchandise against purchase orders to ascertain that ordered items are received in proper quantity and that items have not been damaged in transit
- Distribute inventory to various departments according to requisitions
- Maintain warehouse organization, keeping shelves and goods in a clean and orderly condition
- Maintain accuracy of the inventory database to physical inventory
- Use a variety of technology for communication and daily tasks
- Drive a district vehicle and operate a variety of equipment including forklifts, pallet jacks, and dollies
- Fuel and wash assigned district vehicle; report vehicle maintenance problems

### **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, and stripping and waxing floors
- Safety practices and preferred methods relating to the handling, storage, and use of chemical cleaning products and custodial equipment
- Safety practices and Cal/OSHA regulations
- Methods of receiving, storing, issuing, packing, and shipping equipment, food products, and supplies
- Proper and orderly storage of materials and food products
- Common tools and their uses
- Traffic laws and safe driving practices
- Interpersonal skills using tact, patience, and courtesy
- Basic English usage, oral and written

#### **Ability to:**

- Operate simple hand tools and small power tools to make minor repairs
- Operate a variety of heavy custodial equipment
- Operate a light truck and forklift safely
- Lift/move equipment and supplies
- Perform general storekeeping tasks, including rotating inventory
- Prioritize tasks and use good judgment related to emergency and safety matters
- Learn and interpret specific rules, laws, and policies, and apply them with good judgment in a variety of situations
- Work cooperatively with others using tact, patience, and courtesy
- Read and understand Material Safety Data Sheets
- Maintain simple records
- Perform routine clerical tasks

- Meet schedules and timelines
- Follow oral and written directions
- Multitask job duties
- Work independently

**Education and Experience:**

- High school graduation or equivalent
- Two years of experience in custodial services
- One year of experience in receiving, storing, and issuing inventory

**License and Certificate Requirements:**

- Must possess a California Driver's License and must submit to a Motor Vehicle License Check as requested
- Must qualify for a valid Level I Forklift Certificate prior to the conclusion of probationary period

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

While performing duties of this position, employees may be subject to interruption and are in direct contact with the public, students, and employees. 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, 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. The employee must have manual dexterity sufficient to climb ladders and work from heights; handle tools and operate equipment; lift, carry, push, and pull items; and be able to lift and/or move up to 100 pounds. Vision abilities required for 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 employees may be required to work with harsh and/or toxic substances.

*Approved: March 9, 2016*

*Revised – December 14, 2023*