

Job Title:

Bellevue Union School District

PositionTitle:	Night Custodian		Department:	Maintenance & Operations
FSLA Classification:	Non-Exempt	Bargaining Unit: CSEA	Classification:	Classified

Salary Grade:	Classified Salary Schedule Range _____	Work Calendar	
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Reports to:	Director of Maintenance, Operations & Construction and/or designee.	Board Approval Date:	
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DEFINITION

Under supervision, to perform a wide range of custodial tasks to keep assigned buildings, classrooms, and office spaces clean and orderly; to perform routine grounds maintenance work and non-technical building maintenance work, to operate small power custodial and grounds equipment and use hand tools; and to perform related work as required.

Organizational Relationships

Directly Responsible to:	Director of Maintenance, Operations & Construction and/or designee.
Supervision Over:	Does not supervise.

EXAMPLE OF DUTIES*

The tasks listed in this section are representative of duties assigned to this position in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in this class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Clean and sanitize restrooms and fixtures; stock dispensers with supplies. E
- Dust furniture, shelves, blinds, counters, and other surfaces; clean writing boards and erasers. E
- Learn location of utility turn-offs. E
- Mow and edge dress lawn areas; water plants and lawns; set-up and turn on sprinklers, operate power mower, edger, weed eater, trimmers and blower. E
- Operate custodial utility cart, vacuum cleaners, carpet shampooer machines, wet vacuum, power scrubber, and related hand and power custodial equipment.E
- Participate in District mandate training and retraining programs.E
- Perform minor repairs independently and assist other Districts personnel in the performance of facility repairs, such as surface preparation and painting, using plumber's helper and snake to unplug sinks and toilets; changing light bulbs; adjust, assemble and make minor repairs to furniture.
- Perform related duties as assigned. E
- Pick up trash and empty trash cans; clean trash cans. E
- Put up and take down flags. E
- Read cleaning labels and learn to follow safety instructions. E
- Secure building; check, unlock and lock doors; check windows; and activate and disarm alarm systems. E
- Vacuum carpets and replace vacuum cleaner belts; sweep floors and sidewalks; dust mop floors; wet mop,

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strip, and wax floors; shampoo carpeting. E

- Wash walls, windows, desk, blinds, counter and table tops, baseboards-and coving and other surfaces; move furniture and AV equipment, set up and take down chairs and tables. E
 - Write notes to supervisor and school operations worker leader regarding repairs and supplies.
- * Task statements coded with the letter “E” are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990

CLASS CHARACTERISTICS

Positions in this class perform a wide range of custodial and general operations duties in accordance with a scheduled work assignment. Work is inspected by site and District personnel for compliance with established standards. Positions may be assigned to day or evening shift. Evening shift personnel are typically reassigned to the day shift during periods of students non-attendance to perform major cleaning of the school site and/or attend training

QUALIFICATIONS

Knowledge of:

- Appropriate safety precautions and procedures
- Basic methods, materials, and equipment used in custodial work;
- Basic tools, materials, equipment and practices of routine groundskeeping work;
- Operation, use and maintenance of custodial equipment and small power grounds equipment;

Ability to:

- Establish and maintain effective relationships with those contacted in the course of work
- Learn schedules, procedures and the use of tools and equipment used in custodial and grounds maintenance work;
- Learn to use cleaning materials, disinfectants and equipment used in custodial work;
- Perform general grounds maintenance and routine gardening work;
- Perform routine, non-technical building and furniture/fixture maintenance work;
- Use hand and power tools of groundskeeping and custodial work safely;
- Understand and carry out Oral and written instructions;
- Work with limited supervision often working alone on evening shift;

DESIRABLE (Desirable skills shall not be considered in lieu of qualifications.)

Bilingual

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TRAINING AND EXPERIENCE

- Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position is required. A typical qualifying entrance background is one year of experience performing varied administrative support work of average difficulty in an office environment.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Task listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Task which may be required of positions in this class. Bellevue School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Superintendent for further information.

Physical Demands

ASSOCIATED TASKS

Vision: (which may be corrected)

To perform tasks such as to:

Read small print

read safety instructions and cleaning labels

See small objects at a distance of 10'

pick up trash

Hearing:

To perform tasks such as to:

Hear sounds which warn of potential danger

perform equipment operations in presence of children

Analyze sounds of equipment operations

determine operating efficiency and needed repairs

Have tolerance to be exposed to noisy conditions

operate small power grounds and custodial equipment

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Upper Body Mobility:

Extend arms to reach outward
and upward, use hands and arms
to lift objects

Turn, raise and lower head

Twist and bend at torso

Used hands and fingers to feel,
grasp, and manipulate small objects,
manipulate fingers, twist and bend
At wrist and elbow

To perform tasks such as to:

set up furniture; wash walls and windows;
push a lawn mower

change light bulbs; perform security checks

pick up tools and materials; pick up trash

sweep, dust, and perform other custodial
duties

Lower Body Mobility:

Bend at waist

Stand for prolonged periods
of 4 hours

Step over objects

Stoop

Walk on uneven surfaces

Walk on even surfaces

To perform tasks such as to:

clean restrooms, move equipment,
and wax floors

vacuum classrooms, sweep sidewalks
mop floors, and operate blower

Move about classroom

pick up trash

perform groundskeeping tasks, mow lawns

clean classrooms and sweep sidewalks

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Strength:

To lift, push, pull, and/or carry objects which weigh as much as 60 pounds on a daily frequent basis and 80- pounds occasionally

To perform tasks such as to:

load and unload materials and supplies

SMELL:

Distinguish strong odors which may warn of equipment malfunction or danger

To perform tasks such as to:

operate mower and work with cleaning products

Environmental Requirements:

Exposure to sun, rain, and wind without effective protection

To perform tasks such as to:

perform general groundskeeping duties and clean rain gutters

Exposure to harsh chemicals/toxic conditions

use cleaning products

High noise level

operate mowers

Work around dirt/dust

sweep, vacuum, and clean

Work alone

perform duties alone on night shift

Work outside

operate lawn mowers and edgers, empty trash, and perform security checks

Work inside

perform classroom and restroom cleaning duties

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Mental Requirements:

Judgement

Learn quickly and follow verbal
procedures and standards

Process information quickly
and make quick decisions

Read and write at a simple level
essential for successful job performance

To perform tasks such as to:

operate utility turn-off mechanisms and
operate security systems; respond to
emergencies

follow schedule and perform duties
without on-site supervision

operate utility turn-offs

write simple notes to supervisor and
written instructions