

SAN YSIDRO SCHOOL DISTRICT

TITLE: Custodian

DEPARTMENT: Maintenance/Operations

FLSA: Non-Exempt

REVISED: November 2023

REPORTS TO: Director of MOTF/Site Supervisor

CLASSIFICATION: Classified (12 month)

SALARY: Classified Schedule (Steps 10-14)

Board Approved: March 2024

BASIC FUNCTION: Under the direction of the Director of Maintenance, Operations, Transportation and Facilities and site administrator, the custodian is responsible for building and playground cleanliness, sanitation, safety, security, minor repair, site operation, and other scheduled and/or assigned duties.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- All walks, rooms, restrooms, windows, and outside areas shall be cleaned by using an appropriate method (sweeping, vacuuming, mopping, etc.) and moving furniture, etc. as required to ensure cleanliness.
- All surfaces, which may accumulate dust, shall be dusted after the floors have been cleaned.
- All substances, which may be harmful or give the appearance of uncleanness to any portion of the site or grounds shall be carefully removed, cleaned, or replaced to insure cleanliness.
- All containers (bags, barrels, baskets, pencil sharpener, covers, etc.) shall be carefully emptied into a master waste container for disposal. Containers shall be washed if the waste substance adheres to the container and it is apt to encourage insects or animals, or may become offensive in any way to the senses.
- All sinks, fountains, toilet bowls, toilet seats, urinals, and attached metal parts shall be cleaned. Disinfectants and deodorants shall be used in and/or on toilet bowls, toilet seats, and urinals.
- All drains shall be flushed with water to ensure clear passage.
- All conditions detracting from the site or grounds neat, clean, and orderly appearance shall be corrected immediately and/or reported to the site administrator.
- All playground equipment and play areas shall be given a careful visual inspection and unsafe conditions will be corrected and/or reported immediately to the-site administrator.
- All stray animals on the grounds or in the site shall be reported to the site administrator to call the pound master.
- All electrical, water, gas, and other outlets shall be in proper working order, free of foreign materials, and marked where appropriate or required.
- All exits and entrances shall be fully operational and clearly lighted and marked where required.
- All safety equipment shall be in its proper place and ready for use.
- All areas of the site and grounds shall be given a careful visual inspection and unsafe conditions corrected and/or reported immediately to the site administrator.

- All hazardous or dangerous conditions detected at any time shall be corrected and/or reported immediately to the site administrator.
- All site equipment, materials, supplies, etc. shall be stored inside the site or adjacent facilities prior to leaving at the end of the working day.
- All entrances, exits, and windows in or on any portion of the site or grounds shall be locked before leaving them at any time.
- All buildings shall be secured at 5 p.m. except when there is an after school program or event approved by the District Superintendent or site administrator.
- All furniture adjustments, moves, replacements, changes, minor repairs, etc. shall be the responsibility of the custodian.
- All lighting and/or other electrical adjustments, moves, replacements, changes, repairs, etc. shall be the responsibility of the custodian.
- All minor repairs for which the custodian has the proper equipment shall be the responsibility of the custodian: those for which he does not have the equipment and/or knowledge shall be reported to the site administrator.
- The care, storage, proper use, and requisitioning of all custodial equipment, materials and supplies is the responsibility of the custodian.
- The requisitioning, storage, and replenishment of all expendable items such as paper towels, toilet paper, soap, disinfectant, deodorant, etc. for use in the classroom, restroom, etc. is the responsibility of the custodian.
- The custodian is responsible for ensuring the constant flow of utilities (water, electricity, and gas.) to the site.
- The custodian is responsible for appropriate and/or recommended lighting and heating. He shall turn-off and/or regulate, as directed, all lights and heat, not controlled by an electrical timing device.
- The custodian shall be responsible for deep cleaning during the spring and summer break as part of a site and/or District crew.
- The custodian will be responsible for leaf-blowing the school and picking up any branches in the walking path.
- The custodian shall be responsible for the care of furniture cleanliness and waxing.
- The custodian is responsible for the physical setting of all meetings held at the school (seating, tables, public address system, etc.) and securing and cleaning the facilities after meetings.
- The custodian shall perform such other duties, of which he is capable by virtue of training, possession of equipment, etc., and relative to site – grounds operation, security, safety, sanitation and cleanliness.
- The custodian shall seek to improve his professional background through additional training related to his job.
- Careful of appearance, posture, grooming, dress, and personal relationships so as to beget respect of pupils, and the public.
- Maintains a professional working relationship with other employees.
- Accepts criticism from colleagues and takes positive action in light of such criticism.
- Demonstrates qualities of initiative, dependability, resourcefulness, industry, and integrity.
- Cooperates and works well with others.
- Perform other duties as assigned.

KNOWLEDGE Of:

- Method, materials, safety practices, and equipment used in custodial work.

ABILITIES:

- Ability to understand and carry out oral and written directions
- Ability to communicate effectively with others.
- Ability to make minor repairs as may be required to keep all aspects of the school operation functioning.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- Graduation from high school, or equivalent, preferred.
- Minimum of one-year school, public institutional or other custodian experience preferred.

WORKING CONDITIONS:

Employee in this classification work both inside and outside, in temperatures over 90 degrees, frequent temperature changes, inadequate lighting, and in the absence of supervision.

PHYSICAL REQUIREMENTS:

Applicants must be able to: stand, walk, lift up to 60 lbs., carry, pull, climb, simultaneously use both arms and legs, maintain balance, stoop, kneel repeatedly, reach overhead, repetitively use fingers or use wrists or hands while twisting or applying pressure, use both hands simultaneously, have rapid mental or muscular coordination, speak clearly, hear well, have depth perception and color vision and be able to distinguish shades, and see small details clearly.