

SAN YSIDRO SCHOOL DISTRICT

TITLE: Special Program Custodian
DEPARTMENT: Maintenance/Operations
FLSA: Non-Exempt

REPORTS TO: Principal/Site Supervisor
CLASSIFICATION: Classified (12 month)
SALARY: Classified Schedule (Steps 10-14)
(3.75 hours, Mon-Fri)

REVISED: March 2026

Board Approved: March 12, 2026

BASIC FUNCTION: Under the direction of the site administrator, the Special Program Custodian is responsible for cleanliness, sanitation, and safety related to before and after-school programs. The site administrator will determine the assigned areas and hours. The Special Programs Administrator may also provide guidance related to duties.

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

- Communicate daily with the district site administrator at the beginning of the shift to prioritize tasks, and carry a two-way radio to continue communication
- Clean/Disinfect restrooms used for after-school programs daily:
 - Sweep floor
 - Clean/scrub/disinfect toilets and urinals
 - Clean/disinfect sink(s)
 - Clean mirror
 - Clean walls/ceiling
 - Check/replace toilet paper, paper towels, light bulbs, soap, and hygiene products
 - Remove trash and replace liners
 - Mop floor
 - Create a work order for observed structural damage, including leaks and broken sinks/toilets
 - Replace light bulbs as needed
 - Weekly: Use acid bowl cleaner on urinals, toilets, sinks, and faucets
- Classrooms, offices, rooms, and hallways daily:
 - Empty wastebaskets
 - Replace trash liners
 - Clean sink and surrounding area
 - Check and replenish paper towel dispensers
 - Check and replenish hand soap dispensers
 - Spot clean doors, door frames, light switch plates, and walls
 - Vacuum carpets
 - Remove gum from carpet and floors within reason
 - Remove minor stains and spots from the carpet (if not permanent stains)
 - Spot mop floors
 - Clean doorway and thresholds
 - Secure windows and doors
 - Replace ceiling tiles as needed
 - Clean whiteboards as needed
 - Create a work order for observed structural damage, including leaks and broken sinks

- Replace light bulbs as needed
 - Move furniture as needed
- Hallways:
 - Spot mop- daily
 - Clean/disinfect drinking fountains-daily
 - Mop hallway- weekly
- Cafeteria, kitchen, and exterior eating areas, including outdoor areas, playgrounds, and tables related to the special program(s):
 - Sweep floor
 - Mop as necessary
 - Replace light bulbs as needed
 - Empty wastebaskets and replace liners
 - Clean tables interior and exterior as needed
 - Pick up trash, especially meal wrappers/packages
 - Sweep/blow grounds related to the after-school program
 - Empty exterior trash cans associated with the after-school program and replace the liner
 - Transport and deposit trash to the dumpster
 - Hose down tables and ground as needed

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 required to keep all aspects of the school operation functioning

EDUCATION AND EXPERIENCE

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

WORKING CONDITIONS:

Employees 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.