LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Custodian / Special Programs	**REPORTS**:	M&O/Site Admin/Designee
DEPARTMENT:	Maintenance & Operations	**CLASSIFICATION:**	Classified
FLSA:	Non-Exempt	**WORK YEAR:**	245 Days
ISSUED:	06/27/2018	**SALARY RANGE:**	**26**

Job Purpose Statement/s: Under the supervision of the Director of Maintenance and Operations or designee, performs custodial duties to keep district classrooms, restrooms, buildings and office areas clean and orderly, operates equipment used in floor care, and performs related work as required. Position will also support District extended year school programs. Position may lead deep cleaning teams or be assigned to a roving crew as needed.

Distinguishing Characteristics: Positions in this class will be assigned to a day shift at an individual site or part of a team based at Maintenance & Operations, under the supervision of the Director/Designee or Site Administrator. Incumbents are responsible to perform a wide variety of custodial functions.

Essential Job Functions:

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. In addition, the incumbent should be able to work with District/site administration, as well as community recreation programs.

1. Keeps building and premises, including sidewalks, driveways and other areas neat, clean and safe always. (E)
2. Sweeps, scrubs, dusts, and otherwise cleans areas such as offices, hallways, workshops, restrooms, classrooms, cafeterias, auditoriums, libraries, multi-purpose rooms and stairways. (E)
3. Operates a variety of custodial equipment including buffers and vacuum cleaners. (E)
4. Assists with setups for events, moving and/or arranging furniture and equipment as directed. (E)
5. Washes windows, walls, sinks, bottle filler stations, and interior/exterior drinking fountains. (E)
6. Replaces light bulbs and makes minor custodial maintenance repairs. (E)
7. Secures buildings and grounds before, during, and after hours. Ensures security of assigned school facility; locks and unlocks doors, arms and disarms alarm system. (E)
8. Assists with emergency clean-up as assigned. (E)
9. Refinishes, seals, waxes and polishes floors, vacuums and shampoos carpets. (E)
10. Confers with and reports problems to the Director of Maintenance and Operations or designee, or Site Administrator. (E)
11. Confers with custodial staff members regarding work scheduling and assignments. (E)
12. Inspects assigned areas for sanitary and safety hazards and reports hazards to Director of Maintenance and Operations or designee, or Site Administrator. (E)
13. Place work orders for various repairs specific to program or site assigned if needed.
14. When not engaged in custodial activities, may assist as required in a variety of custodial maintenance work throughout the district. (E)
15. May fill in for Custodian II at assigned site, if absent and compensated for working out-of-classification in accordance with the collective bargaining agreement.
16. May requisition custodial supplies and equipment and control the use of these materials specific to program or site assigned if needed. (E)
17. Participates in District in-services, workshops and/or seminars. (E)

18. Positions in this class will support extended school year programs, and may lead deep cleaning teams, or be assigned to ~~a~~ roving crews as needed. (E)
19. Performs other job related duties as assigned.

JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:
Methods, materials, tools and equipment used in cleaning various types of surfaces and furniture. Cleaning chemicals and their proper use. Basic safety practices related to cleaning methods. Basic English usage, writing and math.

Ability to:
Maintain work schedules in performing tasks. Work without immediate supervision. Understand and carry out oral and written instructions and read labels. Maintain cooperative working relationships with those contacted during work.

EDUCATION REQUIRED:
Equivalent to completion of the twelfth grade

EXPERIENCE REQUIRED:
Three (3) years' experience in cleaning and maintaining building areas in a school setting; or any combination of training and experience that could likely provide the desired knowledge and abilities.

LICENSE REQUIRED:
For employees choosing to use a district vehicle or district utility cart for this assignment shall be required to possess and maintain a valid California Driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of valid California Driver's License or State Identification.

SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: Custodian – Special Programs

The following analysis entails an evaluation of the "Physical Demands" factors of the job, as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present - Does not exist
O = Occasionally - Up to 1/3 of the time
F = Frequently - From 1/3 to 2/3 of the time
C = Constantly - 2/3 or more of the time

1.	STRENGTH:		
A.	Standing	65%	
	Walking	30%	
	Sitting	5%	
B.	Lifting	C	55 lbs.
	Carrying	C	55 lbs.
	Pushing	F	55 lbs.
	Pulling	F	55 lbs.
2.	CLIMBING	O	
	BALANCING	O	
3.	STOOPING	F	
	KNEELING	O	
	CROUCHING	O	
	CRAWLING	S	
4.	REACHING	C	
	HANDLING	C	
	FINGERING	O	
	FEELING	S	
5.	TALKING:		
	Ordinary	O	
	Other	O	
	HEARING:		
	Conversations	O	
	Other Sounds	O	
6.	SEEING		
	Acuity, Near	F	
	Acuity, Far	F	
	Depth Perception	F	
	Accommodation	O	
	Color Vision	NP	
	Field of Vision	O	

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: 2 (3) (4) 5 (6)
(DOL Physical Demand Categories 1 to 6 is very significant to the customary performance of the job if contained in parenthesis)

8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying are lumber (note that lifting/pushing/pulling may be up to or in excess of 100 lbs. for brief periods of time), hand/power tools; pushing/pulling are dolly with lumber, cabinets, hand truck; reaching/handling/fingering are nails, tools; talking/hearing are conversation, machine noises; visual acuity/depth perception is equipment inspection. Drives between sites.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: Custodian - Special Programs

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:
NP = Not Present in the Job Environment
S = Seldom - Under 5% of Work Day
O = Occasionally - Up to 1/3 Time
F = Frequently - From 1/3 to 2/3 Time
C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:
   Inside 50% Outside 50%
2. EXTREME COLD S
3. EXTREME HEAT S
4. WET/HUMID O
5. NOISE (IN DECIBELS)120 decibels
   VIBRATION O

Comments Regarding “Noise” = Power tools, nail gun
Comments Regarding “Vibrations” = Electric drill

6. HAZARDS:
   Mechanical S
   Explosives S
   Electrical S
   Radiant Energy S
   Burns S
   Other Hazard/s OS

Comments Regarding “Mechanical” = Power tools, equipment, fans, fan belts
Comments Regarding “Electrical” = Electrical panels and power tools
Comments Regarding “Radiant Energy” = Heating system
Comments Regarding “Burns” = Power tools, soldering
Comments Regarding “Other” = Trips, slips, falls

7. ATMOSPHERIC CONDITIONS:
   Fumes F
   Mists S
   Odors F
   Gases S
   Dusts F
   Poor Ventilation S
   Other Atmospheric Hazards S

Comments Regarding “Fumes” = Sewer gases
Comments Regarding “Odors” = Ambient
Comments Regarding “Gases” = Natural gas, sewer gases
Comments Regarding “Dust” = Sawdust

8. PROTECTIVE CLOTHING - DEVICES: Rubber gloves, safety glasses, dust mask, and rain gear.
9. E.C. SUMMARY: Outside Work 2 3 4 5 6 (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.