

CUSTODIAN II

JOB SUMMARY

Under general supervision of a site administrator (or immediate supervision of the Supervisor of Custodial Services during special work periods) using a moderate level of decision making skills, is responsible for the routine cleaning of classrooms, offices, restrooms, libraries, auditoriums, kitchens, assembly areas, and grounds of a school or other assigned site.

DISTINGUISHING CHARACTERISTICS

The Custodian II differs from the classification of Custodian I in that the custodial functions are performed more independently than the Custodian I and work is performed on a day shift. The Custodian II differs from the Lead Custodian in that the higher-level classification's duties and responsibilities involve the coordination of the custodial program, including the coordination of work activities for custodians under the Lead Custodian's supervision.

EXAMPLES OF DUTIES

Performs a variety of custodial tasks including sweeping and mopping floors; cleaning chalk trays, emptying waste baskets, dusting classrooms and/or offices and picking up papers; washes windows, blinds, sinks, and counters; cleans and disinfects restrooms; moves furniture; changes light fixtures; sets up chairs, tables, sound and other equipment for meetings and workshops; distributes school and/or office supplies; orders custodial supplies; opens up and secures buildings and grounds; conducts a daily site inspection, walking the campus to check for vandalism and unsafe conditions; operates vacuums and buffers; makes minor repairs; cleans eating areas; may be required to assist and/or clean and clear roof drains; performs special custodial work upon request of a supervisor or lead. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Experience: One year of custodial or institutional housekeeping experience.

Knowledge of: Methods, materials, and equipment used in cleaning of walls, floors, furniture, and fixtures.

Ability to: Use industrial cleaning materials and equipment in a safe and efficient manner; lift and carry heavy trash containers or boxes of supplies and materials; read, write, speak, and understand English at a level sufficient to understand and respond to oral instruction; understand and follow a work schedule; read and understand written safety precautions and directions; climb ladders; work for long periods of time alone; perform repetitive tasks; maintain harmonious working relationships with school officials, staff, students, and the general public; perform the duties of a rigorous work schedule that includes lifting, moving, loading or unloading heavy objects, including heavy trash containers and boxes of supplies and materials.

License: Possession of a valid California Class C Driver's License.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this custodial category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this job, employees in these positions perform duties in both an indoor and outdoor work environment and work on varied surfaces such as tile, asphalt, carpet and cement. These positions have exposure to cleaning agents, chemicals, fumes, dust and odors, electrical shock, vibration and moving mechanical equipment. Although dependent on assigned site, the noise level is moderate.

Physical Demands: The physical demands of these positions include hand and finger dexterity to operate a variety of custodial equipment. Tools with which to perform minor repairs are also utilized, as is repetitive use of fingers and hands to operate a keyboard to order school supplies. Constant walking and/or standing for extended periods of time is required in addition to constant carrying, lifting, pushing and pulling of moderately heavy objects up to a maximum of 75 pounds. Bending at the waist and neck, occasional kneeling and/or stooping and balancing is also required along with reaching overhead, below the waist, above the shoulders and horizontally. Incumbents in these positions occasionally climb ladders to retrieve balls, clean drains and work from heights to replace light bulbs. Hearing and speaking to exchange information is also necessary, especially in the Custodial II and Lead Custodian position where interaction with staff and students is constant. Use of a motor vehicle is required for the Lead Custodial position. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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