

CUSTODIAN

Position Title: General Maintenance

Position No: 10366012

Classification: Classified Staff

Classified Salary Schedule: Group 1

Status: Part-Time (12-Month Position); 30 hours per week

Reports To: Superintendent / Maintenance Supervisor / Designee

POSITION PURPOSE

The Custodian plays a vital role in maintaining a clean, sanitary, safe, and welcoming environment for students, staff, and campus visitors. This position is responsible for comprehensive daily cleaning, sanitation, routine floor and window care, light campus safety checks, and basic operational support to ensure all school facilities meet health and safety standards.

QUALIFICATIONS & REQUIREMENTS

- **Education:** High school diploma or equivalent required.
- **Experience:** Minimum of one (1) year of custodial, facility sanitization, or institutional cleaning experience preferred. Equivalent combination of training and practical experience will be considered.
- **Driver's License:** Valid California Driver's License with a reliable driving record.
- **Background Check:** Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint clearance prior to employment.
- **Health Clearances:** Tuberculin (TB) clearance per CA Education Code and a pre-employment physical assessment demonstrating fitness to fulfill core physical functions.
- **Legal Status:** Proof of U.S. citizenship or legal authorization to work in the U.S. (Form I-9).
- **Core Competencies:** Dependability, attention to detail, strong moral character, and sound judgment. Ability to work independently with minimal supervision and build positive, professional relationships with school staff, students, and community members.

TERMS OF EMPLOYMENT

- **Work Year:** 12-Month Schedule.
- **Hours:** As assigned by district needs (e.g., afternoon/evening shifts during instruction, or modified day shifts during non-session periods).
- **Compensation & Benefits:** Placed on the current Classified Salary Schedule. Benefits package determined by assigned FTE and applicable state codes/board policies.

KEY RESPONSIBILITIES & DUTIES

1. Cleaning, Sanitization & Daily Upkeep

- Clean, sanitize, and disinfect classrooms, rest rooms, offices, multipurpose areas, and food service spaces daily.
- Empty, clean, and re-line all interior and exterior waste and recycling receptacles.
- Restock paper towels, toilet tissue, hand soap, hand sanitizer, and other routine consumables throughout campus daily.
- Vacuum carpets and rugs; sweep, mop, scrub, and sanitize hard surface floor areas.

- Wash, disinfect, and polish windows, mirrors, walls, sinks, counters, and drinking fountains.

2. Campus Safety, Security & Operations

- Perform nightly facility lock-up routines, including securing exterior doors/gates, closing windows, and turning off unnecessary lighting and HVAC units.
- Sweep exterior walkways, entryways, patios, and curbs; pick up litter and debris around campus grounds.
- Safely store, handle, and label cleaning chemicals in accordance with Safety Data Sheets (SDS), OSHA guidelines, and district policies.
- Safely operate and perform routine maintenance on custodial equipment (e.g., floor buffers, vacuum cleaners, carpet extractors, pressure washers).
- Inspect facilities daily for safety hazards, damage, dry rot, leaks, or vandalism, reporting issues immediately to school administration.

3. Emergency Preparedness & General Support

- Assist school administration and emergency response personnel during unforeseen incidents, campus safety events, or severe weather conditions.
- Assist with basic room setups, moving lighter furniture or supplies, and preparing spaces for seasonal district events.
- Observe and comply with all applicable local, state, and federal health, fire, and safety regulations.
- Perform related duties within the scope of the role as assigned by the Superintendent or designee.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- **Physical Capabilities:** Heavy physical effort. Regular walking, standing, bending, crouching, kneeling, reaching above shoulders, and pushing/pulling. Ability to lift, carry, and maneuver items up to 50 lbs.
- **Manual Dexterity & Equipment Operations:** Dexterity to handle cleaning equipment, small power tools, and basic facilities hardware safely.
- **Visual & Sensory:** Requires close vision, peripheral vision, depth perception, and ability to focus. Must be able to hear audio alarms and communicate clearly.
- **Environmental Demands:** Indoor and outdoor working environments. Exposure to seasonal outdoor weather, cleaning solutions/chemicals, machinery noise, dust, and outdoor allergens. Requires appropriate personal protective equipment (PPE) provided by the district.

Note: This job description outlines the primary functions of the role but is not an exhaustive list of all responsibilities. The Superintendent/Principal may assign additional operational duties to ensure the seamless running of Spencer Valley School.