

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: CUSTODIAN

BASIC FUNCTION:

Under the direction of the Supervisor, Facilities and Custodial Services, performs routine custodial activities at an assigned school site or facility; maintains buildings and adjacent grounds areas in a clean, orderly and secure condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists with distributing items to appropriate parties as needed including supplies, mail, packages and furniture.

Cleans classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dusts and polishes furniture and woodwork; empties waste receptacles; spot mops spills; removes gum, debris and graffiti as needed.

Cleans and disinfects drinking fountains and restroom facilities including sinks, toilets and urinals; fills dispensers with towels, soap, toilet paper and other items; washes mirrors, tile, walls and windows; unclogs drains and toilets as assigned; replenishes classroom supplies including paper towels and soap as needed.

Communicates with personnel, administrators and outside contacts as needed to exchange information and resolve issues or concerns.

Locks and unlocks doors, gates and windows as appropriate; turns lights on and off as needed; maintains security of assigned areas according to established guidelines; sets alarms as appropriate.

Moves and arranges furniture and equipment; performs minor installation, maintenance and repair of equipment, furniture and fixtures as assigned; prepares classrooms, gymnasiums and other facilities for special events or meetings as assigned; sets up and assembles chairs, tables and other furniture and equipment; cleans up furniture, equipment and debris following events.

Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, carpet cleaning machines and other equipment as assigned; drives a vehicle to conduct work as assigned by the position; maintains equipment in working orders; assists with maintaining supply levels as assigned.

Participates in the thorough cleaning and restoration of campus facilities during vacation periods.

Performs routine custodial activities at an assigned school site or facility; sweeps, scrubs, mops, strips, waxes and polishes floors; vacuums rugs and carpets in classrooms, offices, workshops and other assigned work areas; spot cleans and shampoos carpets.

Picks up paper and other debris from school grounds, walkways and areas adjacent to school facilities as assigned; sweeps concrete surfaces adjacent to school building.

Replaces light bulbs and tubes; cleans chalkboards, white boards, trays and erasers; empties pencil sharpeners; cleans tables, chairs and floors.

Reports safety, sanitary and fire hazards to appropriate personnel; reports need for maintenance and repairs to appropriate parties; responds to health and safety concerns related to assigned functions accordingly.

Supports site recycling program.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Appropriate safety precautions and procedures.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Proper lifting techniques.

Proper methods of storing equipment, materials and supplies.

Proper methods, techniques, materials, tools and equipment used in modern custodial work.

Requirements of maintaining buildings in a safe, clean and orderly condition.

ABILITY TO:

Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

Maintain tools and equipment in clean working order.

Meet schedules and time lines.
Move and arrange furniture and equipment.
Observe and report safety hazards and need for maintenance and repair.
Observe health and safety regulations.
Operate a variety of custodial equipment.
Perform routine custodial activities at an assigned school site or facility.
Understand and follow oral and written directions.
Use cleaning materials and equipment in a safe and efficient manner.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: six months of performing custodial functions.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Some incumbents may be required to possess a valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Subject to fumes, dust and odors.

PHYSICAL DEMANDS:

Bending at the waist, kneeling or crouching.
Climbing ladders and working from heights to replace light bulbs.
Dexterity of hands and fingers to operate a variety of custodial equipment.
Lifting, carrying, pushing or pulling heavy objects.
Reaching overhead, above the shoulders and horizontally.
Seeing to perform custodial duties.
Walking or standing for extended periods of time.

HAZARDS:

Exposure to cleaning agents and chemicals.
Potential contact with blood and other body fluids.
Potential contact with blood-borne pathogens and communicable diseases.
Potential traffic hazards.
Working on ladders.

FLSA Status

Non Exempt

Approval Date

3/01/08, 9/28/17