

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: SENIOR CUSTODIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, performs a variety of independent custodial activities at an assigned school site or facility; maintains buildings and adjacent grounds areas in a clean, orderly and secure condition; assists with overseeing custodial activities at an assigned school site to assure compliance with schedules and timelines.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assists with overseeing custodial activities at an assigned school site to assure compliance with schedules and timelines; conveys relevant information to night personnel 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.

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.

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

Distributes items to appropriate parties as needed including supplies, mail, packages and furniture.

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 and other equipment as assigned; drives a vehicle to conduct work as assigned by the position; maintains equipment in working orders; maintains supply levels and assure availability of needed items as assigned; drives a vehicle to conduct work as assigned by the position.

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

Performs a variety of 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.

Performs a variety of routine maintenance and repairs to facilities, equipment and furniture as assigned by the position; assists trades persons with building maintenance as required.

Performs various campus opening duties as assigned; 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.

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.

Prepares and maintains routine records and reports related to work performs and assigned duties.

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:**

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

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

Proper methods of storing equipment, materials and supplies.

Basic building maintenance and repair.

Methods, equipment and materials used in general maintenance work.

Operation and maintenance of custodial equipment.  
Requirements of maintaining buildings in a safe, clean and orderly condition.  
Appropriate safety precautions and procedures.  
Oral and written communication skills.  
Basic record-keeping techniques.  
Proper lifting techniques.

**ABILITY TO:**

Perform a variety of independent custodial activities at an assigned school site or facility.  
Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.  
Use cleaning materials and equipment in a safe and efficient manner.  
Operate and maintain a variety of custodial equipment.  
Maintain tools and equipment in clean working order.  
Perform a variety of routine maintenance and repairs to facilities, equipment and furniture.  
Move and arrange furniture and equipment.  
Observe and report safety hazards and need for maintenance and repair.  
Communicate effectively both orally and in writing.  
Work cooperatively with others.  
Understand and follow oral and written directions.  
Observe health and safety regulations.  
Maintain routine records related to work performed.  
Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED and one year of experience in school custodial work.

**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 and provide evidence of insurability.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Subject to fumes, dust and odors.

**PHYSICAL DEMANDS:**

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

**HAZARDS:**

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

**FLSA Status**

Non Exempt

**Approval Date**

03/01/08, 9/28/17