

Napa Valley Unified School District

Position Description

Position: Custodian- Swing	Position Number:
Department/Site: various	FLSA: Non-exempt
Reports to/Evaluated by: Director and/or supervisor	Salary Grade: 28

Summary

Performs a variety of work in connection with the custodial, grounds cleanup, and light maintenance at a school campus, classroom, multi-use, office, or related facilities.

Distinguishing Career Features

The Custodian is capable of being assigned to any swing schedule at one or more school sites. Custodian must demonstrate ability to work independently and with a team, adjusting work assignments to blend with school schedules, document MSD Sheets, operate all equipment used in work including floors and projects, perform light maintenance, and guide the work of other Custodians. Advancement potential exists to Head Custodian and skilled maintenance positions based on position openings and compliance with job qualifications.

Essential Duties and Responsibilities

- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Replenishes soap and towel dispensers.
- Cleans public entry and use areas including, but not limited to hallways, stairways, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates.
- Sweeps and mops hard floors and baseboards, spot cleaning as necessary and wet mopping on a regularly scheduled basis. Vacuums and spot cleans carpeted areas.
- Performs regularly scheduled cleaning of classroom, laboratory, and office areas including, but not limited to furniture, fixtures, and boards.
- Maintains safe and clean walkway and grounds surrounding the assigned area. Picks up litter. Empties and cleans outdoor trash.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements. Participates with others to assemble furniture, removing from and properly disposing of packaging materials.
- Sets up and takes down seating and equipment for various events, including theater and gymnasium and use. Sets up special equipment such as barriers, benches, bleachers, floor mats, and other equipment.
- Participates in major cleaning projects that include, but are not limited to, carpet cleaning and floor stripping and refinishing.

- Secures internal and external entry and exit doors, ensuring that windows and lights are locked and off.
- Communicates the need for work order requests for maintenance services to the Head Custodian or other designated resource. Documents work activities and unanticipated occurrences.
- Checks and records emergency eye wash and shower stations, fire extinguishers, first aid kits, emergency telephones for proper functioning or stock.
- Inspects equipment used on a regular basis for function and required servicing. Makes minor repairs and arranges for complex repairs.
- May perform routine minor servicing and maintenance to fixtures such as, but not limited to minor plumbing adjustments, oiling of door hinges and wall panel glide tracks, tightening of loose fixtures, repair of electrical cords, repair or replacement of dispensers, and minor carpet repairs.
- Maintains a safe working environment in the assigned area(s), notifying the appropriate resources of safety hazards observed and/or takes action to mitigate or eliminate potential hazardous conditions.
- Ensures that secondary containers for cleaning and other products are properly labeled. Follows Material Safety Data Sheet (MSDS) instructions for handling and disposal of custodial products.
- Maintains current knowledge of proper safety precautions and proper use of cleaning materials and chemicals in use in laboratory areas.
- May provide basic orientation on work methods, equipment operation, and time saving techniques to new custodians.
- Communicates the need for supplies and replacement components as needed.
- Performs other duties as assigned that support the objectives of the position

Qualifications

- **Knowledge and Skills**

The position requires thorough knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance. Requires a thorough knowledge of the buildings and grounds of the assigned site. Requires basic knowledge of daily school schedules and routines. Requires working knowledge of work hazards and safe work techniques, including lifting procedures. Requires basic knowledge of chemical reactions and proper safety precautions for use. Requires basic knowledge of fixture, repairs. Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Requires sufficient human relations skill to work with other Custodians and exercise courtesy when dealing with others.

- **Abilities**

Requires the ability to perform all essential duties of the position with limited supervision. Must be able to observe all safety precautions and procedures. Must be able to operate

and maintain tools and equipment in a working condition. Requires the ability to perform routine maintenance tasks and to be able to determine when to refer more complex maintenance requirements to a supervisor. Requires the ability to follow oral and written directions and to work independently and collaboratively. Must be able to apply District policies and procedures. Must be able to respond to emergencies. May be required to work various work shifts to support special projects and events. Requires the ability to obtain district-sponsored Hazardous Materials Awareness training. May require the ability to obtain a First Aid and CPR card within a reasonable time.

- **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Requires near visual acuity to write, to read directions and product labels, and to observe work in progress. Requires sufficient hearing and speech for ordinary, telephonic, and 2-way radio communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waist and floor levels, max. 50 lbs.), carry (max. 50 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment. Requires the ability to stand and walk for extended periods of time.

- **Education and Experience**

The position requires a High School diploma or GED. Prior custodial experience preferred.

- **Licenses and Certificates**

May require a valid driver's license.