

La Habra City School District Job Description

Evening Custodian

Definition

The job of Evening Custodian is for the purpose of providing custodial services at assigned site(s); ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

This job reports to the Custodial and Operations Lead/Site Administrator, or Designee.

Essential Functions

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Assists with afternoon traffic control (e.g. setting up cones, monitoring traffic, etc.) for the purpose of ensuring the safety of students and pedestrians.
- Attends department meetings, in-service training, and/or workshops for the purpose of gathering information required to perform job functions.
- Cleans and disinfects facilities and grounds (e.g. cafeteria, kitchen, classrooms, offices, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, paper stock, etc.) for the purpose of distributing materials to the appropriate parties within the site.
- Informs students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
- May assist maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site maintenance and repairs.
- May perform a variety of minor repairs (e.g. wall dispensers, furniture, light bulbs, basic plumbing, inflating sports/gym equipment, etc.) for the purpose of ensuring a safe working condition.
- May perform scheduled maintenance (e.g. strip/wax floors, move furniture, etc.) for the purpose of completing and/or facilitating maintenance projects.
- Monitors students attending after school programs for the purpose of ensuring appropriate behavior and student security.
- Prepares site for events, activities or meetings as needed (e.g. assembling furniture, setting up tables, chairs, equipment, etc.) for the purpose of ensuring facilities are prepared for events.
- Replenishes classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, pest control, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.

- Secures facilities and grounds (e.g. lowers flags; checks doors, windows, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.

Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

Physical Standards

Work Environment

In this position, the employees work in an outside environment and are exposed to seasonal heat and cold and/or adverse weather conditions. There is also moderate exposure to cleaning agents, chemicals, fumes, dust, odors, vibration and moving mechanical equipment. Driving between work sites may be required. Employees will work near and around children.

Physical Demands

Standing for extended periods of time; bending at the waist; pushing and pulling cleaning equipment; lifting; reaching overhead. Ability to lift, pull or otherwise move objects up to 50 pounds without assistance. There is also constant carrying, lifting, pushing and pulling of moderately heavy objects up to a maximum of 75 pounds. While performing the duties of this job, the employee is regularly required to use hands and fingers, and arms to handle or feel objects, tools, or controls and operate general cleaning equipment. Hearing and speaking to exchange information is also necessary as are specific vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to perform custodial work.

Education/Training/Experience

Any combination equivalent to: Six (6) months of experience performing custodial functions.

Required Testing

Certificates

Job-Related Skills Proficiency Test

None Specified

Continuing Educ./Training

Maintains Certificates and/or Licenses
Required Safety & Compliance Trainings

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

Approval Date

September 19, 2023

Salary Range

Range 25