

VALLECITO UNION SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: Custodian

WORK YEAR: Twelve (12) Months

SALARY: Classified Salary Schedule

RESPONSIBLE TO: Principal / Mgr. Maint. & Operations

GENERAL DESCRIPTION:

Under the direction of an assigned supervisor, perform routine day or evening custodial duties at various District sites during an assigned shift to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition; supervise site custodians.

TYPICAL DUTIES:

1. Conduct an on-going assessment of the site custodial and maintenance needs and report them to the Principal and Manager, Maintenance and Operations
2. Observe ways of effectively conserving energy and report to the Principal and Manager, Maintenance and Operations in this regard.
3. Work cooperatively with the Manager, Maintenance and Operations to affect the most efficient custodial plan for the school.
4. Perform routine custodial duties at various District sites during a day or evening assigned shift to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.
5. Clean classrooms, offices, cafeterias and other facilities of an assigned site; sweep, scrub and mop floors; vacuum rugs and carpets in classrooms, offices and other work areas; strip, wax and refinish floors; shampoo and spot clean carpets.
6. Dust and polish furniture, light fixtures and woodwork; empty and clean waste receptacles and pencil sharpeners; clean and adjust shades or blinds.
7. Clean, scrub and disinfect student and staff restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains.
8. Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; water lawns and shrubs as assigned by the position.
9. Move and arrange furniture and equipment; set up facilities for special events and meetings; respond to the custodial needs of District staff as assigned; drive a vehicle to pick up supplies as assigned.
10. Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes, unplugging toilets and sinks; perform minor touch-up painting as assigned; identify and report maintenance problems.
11. Operate and maintain a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner and small power and hand tools; replace belts and bags on vacuum cleaners as necessary.
12. Conduct snow removal operations including: Shovel walkways, operate snow blower, apply ice-melt, operate alternate equipment / vehicles as needed to remove snow and ice.
13. Assure security of facilities during assigned hours; lock gates, doors and windows; monitor facilities for vandalism and safety and fire hazards and report to appropriate personnel; respond to emergency calls during and after hours as assigned.
14. Participate in thorough cleaning and restoration of school plant or District facilities as assigned.
15. Inspect fire extinguishers in accordance with established procedures.
16. Attend custodial staff meetings as directed.
17. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Basic groundskeeping techniques; basic inventory principles; hazardous materials encountered at the work site.

Basic methods, materials, tools and equipment used in custodial work.

Safety practices as they relate to custodial responsibilities; hazardous materials encountered during work.

Methods of cleaning and preserving floors, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Operation and maintenance of custodial equipment and power and hand tools.

Proper lifting techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform routine custodial activities at an assigned school sites or facilities to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
- Learn requirements of maintaining District buildings in a safe, clean and orderly condition.
- Use various cleaning materials, equipment and methods with skill and efficiency.
- Learn appropriate safety precautions and procedures.
- Learn proper lifting techniques.
- Inspect and assure the security of facilities during assigned shift.
- Operate and maintain tools and equipment in clean working order.
- Perform minor non-technical repairs.
- Observe and report need for maintenance and repair.
- Understand and follow oral and written directions.
- Ability to plan work, work independently, and complete scheduled work in a timely manner.
- Maintain routine records related to work performed.
- Communicate effectively with others.
- Establish and maintain cooperative and effective working relationships with others and be adaptable and flexible to perform work within changing priorities and interruptions.
- Speak, read and write English at a level required for satisfactory job performance.
- Perform heavy physical labor.
- Maintain consistent, punctual and regular attendance.
- Walk or stand for extended periods of time.
- Move hands and fingers to operate a variety of hand and power tools.
- Reach overhead, above the shoulders and horizontally.
- Bend at the waist, kneel or crouch.
- Use proper lifting methods.
- Climb ladders.
- See to perform custodial work.

Experience:

- One (1) year experience as a VUSD custodian; or
- Two (2) years experience as a school custodian other than VUSD; or
- Three (3) years experience as a general custodian.

Education:

Graduation from high school or equivalent.

Licenses and Other Requirements:

- Valid California Class C Drivers' License
- Pass a pre-employment physical (scheduled by VUSD)
- Ability to lift/carry between 1 – 100 pounds

WORKING CONDITIONS

Environment:

- Indoor and outdoor environment.
- May be required to drive as needed.
- Regular exposure to fumes, dust and odors.
- Seasonal heat and cold or adverse weather conditions.

Hazards:

- Cleaning chemicals.
- Working around and with machinery with moving parts.
- Potential for contact with body fluids.

“An Equal Opportunity Employer”

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.