



## Job Description

<b>Title: Custodian-Night</b>	<b>FLSA Status: Non-Exempt</b>	<b>Months: 12</b>
<b>Supervisor: Director-Maintenance, Operations &amp; Transportation</b>	<b>Supervises: N/A</b>	<b>Range: 17</b>
<b>Department: Maintenance, Operations &amp; Transportation</b>	<b>Bargaining Unit: Classified</b>	<b>Approved: 12/19/2019</b>

### JOB SUMMARY:

Under the direction of Director-Maintenance, Operations & Transportation, perform a variety of routine cleaning and custodial functions during a night shift at an assigned school site(s) or facility required to maintain assigned building(s) or areas in a clean, orderly and secure manner; serve as the person in charge of an assigned school or district facility during a night shift as well as assuming full custodial responsibility with limited supervision.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of cleaning and custodial duties during a night shift at an assigned school site(s) or facility; clean classrooms, restrooms, cafeterias, multi-purpose rooms, libraries, offices, and related facilities including walls, windows, sills, boards, trays, light covers, desk tops, tables, air vents, pencil sharpeners, white boards locker/shower facilities and drinking fountains.
- Sweep, mop, wax, refinish and seal floors; steam clean and vacuum rugs and carpets.
- Monitor and replenishes restroom supplies such as toilet paper, paper towels, and soap dispensers; install soap dispensers; disinfect and scrub toilets, sinks, toilets, urinals and other plumbing fixtures.
- Dusts, waxes, and polishes furniture and woodwork.
- Sweep sidewalks and walkways; pick up paper, refuse and other debris from school grounds, walkways, cafeteria and areas adjacent to school facilities; pressure wash concrete surfaces adjacent to school building; empty, clean and line waste receptacles; perform recycling duties in accordance with established District procedures.
- Replace light bulbs and replenish supplies as necessary; perform touch up painting and minor plumbing and electrical repairs.
- Operate various equipment including ladders, floor scrubbers, buffers, carpet machine and related tools, including a variety of hand and power tools in the performance of assigned tasks; operate and regulate valves, pumps, compressors, thermostatic controls and fans.
- Set-up, assemble, move and arrange furniture and/or facilities for assemblies, athletic events, meetings, and special events upon request to include arranging chairs, desks and equipment.
- Inspect assigned facility and grounds for vandalism, graffiti, damages, and sanitary and safety hazards, reporting hazards to appropriate authority.
- Use, store and properly dispose of a chemicals, solvents and fluids, some of which may be considered toxic and require special handling; read, understand and follow related material data sheets.
- Participate in emergency response drills and activities as necessary; respond to emergency clean-ups, such as spills and clogged drains.
- Participate in the thorough cleaning and restoration of campus facilities during vacation periods; assist with performing a variety of general custodial and light maintenance tasks during summer months.
- Load, unload, pick-up, and deliver parcels, equipment and supplies as assigned.
- Maintain security of assigned areas according to established guidelines; secure area by locking doors, windows and gates; turn lights on and off; set alarms as appropriate.
- Drive a vehicle and travel to district sites to conduct work.

- Assist in performing a variety of routine grounds maintenance duties in the beautification of assigned grounds and landscaped areas; change marquis signage.

**OTHER DUTIES:**

- Perform related duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Custodial supplies, equipment, and methods.
- Proper materials and methods used in cleaning work.
- Basic hand tools used in routine building maintenance.
- Safe work practices and procedures.
- Care and maintenance of custodial and gardening equipment and tools
- Proper school cleaning problems, methods, materials and equipment.
- Fire, earthquake, and evacuation procedures; location of shut offs.
- Safety and sanitation precautions and procedures.

**Skills/Ability to:**

- Task and coordinate the work of a custodial crew.
- Clean and care for an assigned area and equipment.
- Follow oral and written instructions.
- Safely use cleaning agents, equipment, and materials.
- Read and write at the level required for successful job performance.
- Establish and maintain cooperative working relationships.
- Follow health and safety requirements concerning proper work practices and procedures.
- Maintain schedules ensuring regular cleaning of assigned areas.
- Work evenings or variable work hours.

**Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED and sufficient training and experience to demonstrate the knowledge and abilities listed above.

**Licenses, Certifications and other Requirements:**

- Valid California Class C Driver's License

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/outdoor work environment.
- Subject to fumes, dust and odors.
- Evening or variable work hours.

**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 moderately 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.
- Working on ladders.
- Potential contact with blood and other body fluids.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.