

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: DAY CUSTODIAN

BASIC FUNCTION:

Under the direction of the site administrator, perform routine custodial activities at an assigned school site or District facility during the day shift; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; operate a variety of cleaning equipment used to perform job responsibilities.

SPECIAL INSTRUCTIONS:

During periods of time when students are not in session, the Maintenance/Operations Department will assume the responsibility for direct supervision of Day Custodians. This department may also serve as a technical resource for the site administrator(s) in a variety of situations required in this position.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform routine custodial activities at assigned school sites or facilities during the day shift; sweep, scrub, mop, strip, wax, disinfect and polish floors; vacuum rugs and carpets in classrooms, offices, restrooms, auditoriums, kitchens, assembly areas and other work areas; spot clean and shampoo carpets.

Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, restrooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls and windows; unclog drains and toilets; polish metal work.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; operate a variety of cleaning equipment utilized in custodial work, including industrial floor scrubber, stripper, polisher and large wet mops.

Replace light bulbs and tubes; clean chalkboards, white boards, trays and erasers; empty pencil sharpeners; clean tables, chairs and floors; wash windows, blinds, counters, sinks, and walls.

Assist in emergency evacuations, fire safety inspections, and asbestos checks; check fire extinguishers for proper charge level and report to appropriate personnel if charging is required.

Water various grounds areas by hand or by operating the irrigation system.

Perform general grounds cleanup, including picking up paper, trash and debris on grounds areas,

parking lots, playgrounds, athletic fields and other assigned areas; apply pest control methods to eradicate weeds and other pests according to established procedures.

Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events.

Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as appropriate; check fire extinguishers for proper charge level and report to appropriate personnel if charging is required.

Report safety, sanitary and fire hazards to appropriate personnel; inspect playground equipment for safety and report hazards as needed perform minor maintenance tasks such as installing pencil sharpeners, removing graffiti, repairing furniture, and painting, etc.; report need for maintenance and repairs to supervisor.

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

Oversee areas of campus to assure students are safe, orderly and within supervised areas as assigned; monitor lunch areas, walkways, restrooms and parking lots; report unusual, suspicious or criminal activities; administer first aid and CPR as necessary.

Provide work direction to summer and part time helpers as assigned.

OTHER DUTIES:

Perform 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.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Proper lifting techniques.

ABILITY TO:

Perform routine 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.

Learn methods and materials used in controlling weeds and other pests.

Operate a variety of custodial and grounds equipment.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.

Understand and follow oral and written directions.
Work cooperatively with others.
Work independently with little direction.
Observe health and safety regulations.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduation or equivalent, and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver’s license and the ability to maintain qualification for district vehicle insurance coverage. Possession of appropriate CPR and First Aid certificates issued by an EMSA certified provider.

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 moderately heavy objects up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds.
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.

CLEARANCES:

Criminal Justice Fingerprint/Background
Tuberculosis
Pre-placement Physical and Drug Screen