

FALLBROOK UNION HIGH SCHOOL DISTRICT
SENIOR CUSTODIAN
Position Description

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations and Transportation or designee , maintains assigned areas in a safe, clean, orderly fashion; sets up for and tears down after special events; ensures areas are secure and utilities are conserved when facilities are not in use; and to do other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Cleans classrooms, restrooms, showers, locker rooms, shops, cafeteria, snack bars, gymnasium, offices, and related facilities.
- Performs labor such as sweeping, vacuuming, mopping, scrubbing, stripping, waxing, and polishing floors.
- Dusts and polishes furniture and equipment.
- Empties and cleans waste receptacles and trash cans.
- Moves, arranges and sets up furniture and equipment in rooms and buildings for meetings and special events.
- Picks up papers and other debris on grounds and walks and disposes of such.
- Sweeps sidewalks.
- Unlocks and locks doors to buildings, classrooms and offices and inspects buildings and grounds for safety and security.
- Reports repairs that are needed, and may make minor adjustments and repairs as authorized.
- Replaces light bulbs.
- Participates in the thorough cleaning and restoration of a school plant during school vacations.
- May perform special custodial work upon request.
- May perform some grounds work when assigned.
- May act as security person at night or on weekends, depending upon shift assignment, preventing trespassing or loitering on school grounds.
- May be required to handle toxic cleaning chemicals.
- May assist the Director of Maintenance, Operations and Transportation or designee in the training and assimilation of new custodians.
- May direct one or more custodians in their regular duties as well as in special tasks.
- May be directed to assist substitute custodians.
- May assign and direct work.
- May address complaints and recommends solutions.
- May be directed to assign substitute custodian to areas where primary custodian is absent.
- In the absence of the Director of Maintenance, Operations and Transportation, is the responsible individual in case of emergency and will act on the district's behalf in the event of accident, illness and/or injury.

QUALIFICATIONS:

KNOWLEDGE OF: Basic building cleaning methods and procedures; handling and use of cleaning chemicals; use and care of equipment used in building housekeeping and maintenance; ; safety and sanitation precautions and procedures; fire, earthquake, and evacuation procedures; location of shut offs; training and non-evaluative supervision of personnel in the performance of duties as a custodian.

ABILITY TO: Learn the schedules, procedures, and use of equipment and supplies used in custodial work; calculate quantity and type of supplies and equipment needed for routine custodial tasks; Comprehend written and oral instruction in the English language; understand and calculate proportioning instructions on cleaning product labels; follow health and safety requirements concerning proper work practices and procedures; understand and maintain schedules assuring regular cleaning of assigned areas; operate electric drill, use hand tools for installation, repair, or replacement of miscellaneous equipment or dispensers; maintain effective working relationships with staff, school community and the public; understand and follow oral and written instructions.

EXPERIENCE AND EDUCATION REQUIRED: High School graduation or equivalent. Minimum of three (3) years experience in the building maintenance trades.

LICENSES AND OTHER REQUIREMENTS: Valid California driver's license.

PHYSICAL REQUIREMENTS Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation; Ability to read and comprehend simple instructions, short correspondence, and memos in the English language. Ability to write simple correspondence in the English language. Standing and walking for extended periods; bending at the waist, pushing, pulling, carrying, twisting/turning; ability to lift up to 50 pounds; ability to climb ladders; Lifting, carrying, pushing and pulling heavy objects; hearing and speaking to exchange information; dexterity of hands and fingers to operate hand and power tools and equipment used in the maintenance trade; climbing ladders; seeing to perform work; reaching overhead, above the shoulders and horizontally.

WORKING ENVIRONMENT :

Indoor and outdoor work environment; driving a vehicle to conduct work; seasonal heat and cold or adverse weather conditions. Operates heavy cleaning equipment such as scrubbing machines, high speed buffers, carpet shampooer or wet and dry vacuum.

HAZARDS: Electrical power supply; working at heights.

SUPERVISOR:	Director of Maintenance, Operations and Transportation or Designee
SALARY:	Classified Salary Schedule—Range 15
WORK YEAR:	12 month
OVERTIME STATUS:	Non-exempt

Created: 5/17/99

Revised: 6/20/11