

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: CUSTODIAN II

BASIC FUNCTION

Under general supervision of a site administrator, a School Operations Manager, the Director of Maintenance, Operations, Transportation and Facilities Development or designee, to lead the work of, and to participate in, custodial and routine maintenance functions and activities; to perform general custodial functions in maintaining equipment, special purpose facilities; buildings, offices, and adjacent ground areas in a clean, neat, orderly, safe, and secure manner; and to do other related work as required. Incumbents in this classification provide clean and sanitary facilities for students, staff and the public, which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Assists in the planning, organizing, and leading of custodial and routine maintenance functional activities in accordance with a predetermined work schedule
- Inspects and reviews the work of a custodial work crew, and provides assistance and direction as necessary
- Inspects equipment and grounds for safety and health problems and reports hazards or needed repairs
- Prepare and submit monthly safety report
- May assist at elementary and middle schools in the setup, arrangement, and operation of special purpose equipment, such as stage lighting panels, curtain operation, set arrangements and other similar functions
- May lead and participate in the preparation of athletic fields and the setup of physical education equipment
- Prepares supply, material and equipment requests in maintaining an adequate operational inventory
- Performs routine maintenance and preventative maintenance functions, including equipment adjustments, lubrication and simple part replacement
- Receives and distributes supplies and equipment at the site
- Assists in the planning and conduct of orientation and in-service training programs
- Assists in the maintenance of custodial operational records and custodial personnel time reports
- Performs the essential functions of the Custodian I job classification in addition to the job functions described above for the Custodian II job classification
- Provides, when requested by supervisor, technical input regarding day-to-day activities of Custodian I's for the supervisor's use in preparing the performance appraisals of custodial personnel
- Participates in setting up and cleaning the football stadium and setting up for annual graduation ceremonies for assignments at high schools
- May respond to alarms to provide initial situation assessment, report problems and request additional assistance and/or investigation to resolve issues (e.g., flooding, broken windows fires, vandalism, etc.)
- Performs other duties related to the class as assigned

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JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Use the tools, cleaning materials, equipment and safety gear commonly utilized in the cleaning and maintenance of classrooms, restrooms, multipurpose rooms, offices and similar spaces (e.g., goggles, gloves, breathing masks, brooms, mops, buckets, buffers, vacuum cleaners, carpet shampooers, gym floor cleaning machine, step-ladders, gas-powered leaf blower, window squeegee, screwdriver, power drill, pliers, scrapers, etc.)

Knowledge of:

- Methods, materials, and equipment used in cleaning and maintaining a variety of surfaces, equipment and furniture
- Advanced and general custodial work and custodial operations
- Procedures and techniques for planning, organizing, and scheduling the work of custodial personnel
- Safe practices and working methods pertaining to cleaning and maintenance activities, including for blood-borne pathogens

Ability to:

- Organize and effectively maintain work schedules; lead and motivate custodial personnel to accomplish assigned tasks
- Perform medium to moderately heavy manual work activities
- Stand and walk during most of the work shift
- Assist in the training and orientation of new custodial personnel
- Establish and maintain cooperative working relationships
- Work courteously and tactfully with co-workers, students, public and parents and promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Read instructions, research job-related information and write simple reports and status updates
- Work without close monitoring and meet deadlines
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to supervisor as appropriate
- Handle difficult situations skillfully using good judgment
- Maintain high level of professionalism and positive customer service in keeping the needs of customers a top priority
- Understand and carry out oral and written directions
- Efficiently and effectively use cleaning materials, supplies, equipment and safety gear
- Adhere to safe working practices, procedures and protocols, such as when working with hazardous materials such as cleaning chemicals, and in cleaning situations where blood-borne pathogens may be present (e.g., cuts, vomit, fecal matter)
- Work in both hot and cold weather conditions, indoors and outdoors

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PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform heavy work involves lifting no more than 100 pounds at a time occasionally and with frequent lifting or carrying of objects weighing up to 50 pounds. The work may involve ascending and descending ladders, stairs, ramps and slopes, and will involve walking or standing for extended periods. If someone can do heavy work, it is deemed that he or she can also do medium, light, and sedentary work. (Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two (2) years of experience in custodial and maintenance work, preferably in a school setting.

Education:

Equivalent to the completion of High School.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid California Class C or higher Motor Vehicle Operator’s License is required of positions that are assigned to travel among sites.

CONDITION OF EMPLOYMENT

- Insurability by the District’s liability insurance carrier is required for positions that are assigned to travel among sites. Must receive two (2) hours of asbestos awareness training within the first 60 days of employment. Federal law requires that employees receive additional asbestos-containing building material (ACBM) training if they work in areas in which asbestos building materials may be disturbed. The District provides this training.