

**BERRYESSA UNION SCHOOL DISTRICT
CLASSIFIED POSITION DESCRIPTION**



JOB TITLE: CUSTODIAN

Job Purpose Statement/s: Under the direction of the designated administrator/supervisor, completes a variety of tasks such as, but not limited to, cleaning the assigned site, areas and grounds. Safeguards property, directs and assist visitors, inspects building and grounds for fire, sanitary and safety hazards. provide services required for the assigned programs.

Essential Job Functions:

- Provides support to site staff as appropriate.
- Operates on assigned schedule coordinated with school program as prepared by the principal and the District custodial foreman.
- Confers with principal and custodial foreman regarding care and cleaning programs at the school plant.
- Ensures that school facilities are set up for special events and needs.
- Assumes responsibility for the opening and/or closing of the building as appropriate each day.
- Directs and assists visitors.
- Inspects buildings and grounds for fire, sanitary, and safety hazards, and makes reports.
- Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
- Regulates heat, ventilation, and air-conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
- Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Washes all windows on both the inside and outside as necessary.
- Reports immediately any damage and/or major repairs needed promptly to the principal.
- Conducts an ongoing program of general maintenance, upkeep, and repair.
- Safeguards school property.
- Keeps an inventory of supplies and equipment on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.
- Moves furniture, equipment, and supplies within buildings as required for various activities and as directed by the principal/supervisor.
- Complies with local laws and procedures for the storage and disposal of trash and rubbish.
- Cleans assigned areas.
- Operates on assigned schedule and coordinated with school program and special day or evening activities.
- Dusts all flat surfaces, chalk troughs, shelves, and furniture; empties pencil sharpeners and waste baskets; vacuums carpets and sweeps tiled floors; cleans carpets where necessary; scours sinks and drinking fountains; washes flat surfaces and walls when necessary; and replace light bulbs and/or ceiling lamp.
- Clean restrooms; replace hand towels, soap and toilet tissue; clean face bowls and commodes; sweep and mop floors as outlined in schedule.
- Turn on or off alarm as appropriate to work schedule.
- Assists in taking annual inventory of custodial supplies and equipment.
- Reports needed equipment and supplies to the principal and/or supervisor.

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- Works cooperatively with others.
- Performs other related duties as assigned.

Job Requirements – 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements:

- Must have graduated from eight grade or equivalent.
- Must have experience with diverse student and community populations.
- Must have a minimum of two years experience in custodial work.

Knowledge and Abilities:

KNOWLEDGE OF:

- Modern cleaning methods and use of cleaning materials and equipment.
- Using cleaning chemicals.
- Legal mandates related to storage and disposal of refuse.
- Relevant health and safety laws.
- Student behavior management strategies and techniques.
- English usage, punctuation, spelling, grammar, and math.
- Routine recordkeeping.
- Strategies for working collaboratively with all stakeholders in a multicultural and multilingual setting.
- Effective oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Operate cleaning equipment.
- Work effectively with attitudes and behaviors of students.
- Establish and maintain effective working relationships and good rapport with students, site administrators, other staff members, and parents.
- Work successfully in a culturally and linguistically diverse community.
- Effectively and tactfully communicate in both oral and written forms.
- Interface effectively with supervisor.
- Manage and use time effectively.
- Demonstrate appropriate conduct.
- Maintain a facilitating environment for assigned tasks.
- Consistently follow an assigned schedule and timelines.
- Maintain relevant documentation.
- Ability to do simple math in order to compile reports, and maintain records and status reports.

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Working Conditions:

ENVIRONMENT:

The work environment characteristics 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.

- Indoor/outdoor environment
- Subject to driving to off-site locations to conduct work.

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, perform assigned duties; demonstrate sufficient physical mobility to move and engage in physical work; dexterity of hands and fingers to operate various cleaning equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store items; ability to lift up to 70 pounds.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Reports to: Principal or assigned Administrator/Supervisor

Work Year: 12 months

Salary Placement: Range 37

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Classified Personnel and the Teamsters Negotiated Agreement.

Board Approved: June 21, 2016