



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>DAY CUSTODIAN</u>			
DEPARTMENT/SITE:	Facilities, Maintenance, and Operations/School Site	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	20 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Site Administrator or assigned supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

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. The incumbents in this classification assist in supporting students by ensuring safe and healthy classrooms and work environments for staff and students which directly supports student learning.

SPECIAL INSTRUCTIONS:

During periods of time when students are not in session, the Facilities, Maintenance, and 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.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform routine custodial activities at assigned school sites or facilities during the day shift; sweep, blow, 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 extract 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 whiteboards, 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-up and clean-up of safety cones and traffic control signs to ensure the safe drop-off and pick-up of students; 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 ensure 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 infant, child, and adult cardio-pulmonary resuscitation (CPR) as necessary.

Provide work guidance to summer and part-time helpers as assigned.

Monitor and coordinate trash, recycling, and organic waste collection in accordance with local agency requirements.

Coordinate with Maintenance and Operations staff, vendors, and contractors regarding on-site projects.

Confer with school administrators and supervisor regarding needs.

Maintain and review work order database and update work order status.

Estimate material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive, and maintain inventory of materials and equipment as needed.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, *chemicals*, tools, and equipment used in modern custodial work.

Mathematical calculations.

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.

Observe and report needs for maintenance and repair.

Perform mathematical calculations with speed and accuracy.

Understand and follow oral and written directions.

Establish and maintain collaborative and effective working relationships with others.

Work independently with little or no direction.

Observe health and safety regulations.

Meet schedules and timelines.

Communicate effectively both orally and in writing.

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 a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aide Card is required. Online certificates are not accepted. Maintain up-to-date certificate in CPR and First Aid.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment with exposure to various weather conditions.

Subject to fumes, dust, chemicals, disinfectants, pesticides, herbicides, and odors.

Constant interruptions.

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 and view computer screens.

Regularly lift, push, pull, and/or carry heavy objects up to 50 pounds; occasionally lift, push, pull, and/or carry very heavy objects, with the use of hand trucks or other equipment, more than 100 pounds.

Bending at the waist, kneeling, crawling, or crouching.
Reaching overhead, above the shoulders, and horizontally.
Climbing ladders and working from heights.
Hearing and speaking to exchange information.

HAZARDS:

Exposure to fumes from cleaning agents and chemicals, biohazards, disinfectants, pesticides, herbicides, dust, dirt, and oil/grease.
Working from heights.
Working in wet and/or slippery conditions.

CLEARANCES:

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

JOB CLASS HISTORY

Approved: 4/91
Revised: 3/94; 8/99; CPR added 10/01; 06/05; 07/13 reallocation from R19 (Ewing)
Revised: 05/24 (EH&A / MGT Consulting) / GB 10/08/24; PC 09/26/24