



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>NIGHT CUSTODIAN</u>			
DEPARTMENT/SITE:	Facilities, Maintenance, and Operations	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	17 (plus 5% night differential) per
		WORK YEAR:	2023-2024 Schedule 12 Months (260 Days)
REPORTS TO:	Assigned supervisor	FLSA:	Non-Exempt

BASIC FUNCTION:

Perform routine custodial activities at assigned school sites or facilities; maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition during the evening shift; 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:

The daily schedule of their normal operations may be modified during school breaks. 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 evening 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, 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.

Pick up paper and other debris from school grounds, walkways, and areas adjacent to school facilities; sweep and blow concrete surfaces adjacent to school buildings.

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; drive a vehicle to assigned work sites.

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.

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.

Report safety, sanitary, and fire hazards to appropriate personnel; perform minor maintenance tasks such as removing graffiti, repairing furniture, painting, and others; report need for maintenance and repairs to supervisor.

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

Confer with school administrators and supervisor regarding needs.

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

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. Modern cleaning methods, including basic methods of cleaning floors, carpets, furniture, walls, and fixtures.

Mathematical calculations.

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.

Operate a variety of custodial 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.

Observe health and safety regulations.

Meet schedules and timelines.

Establish and maintain collaborative and effective working relationships with others.

Work independently with little or no direction.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to 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.

Regular exposure to fumes, dust, dirt, chemicals, and oil/grease.

Driving a vehicle to conduct work.

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

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools.

Hearing and speaking to exchange information.

Seeing to read and 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.

Reaching overhead, above the shoulders, and horizontally.

Bending at the waist, kneeling, crawling, or crouching.

Climbing ladders and working from heights.

Walking or standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.

Exposure to fumes from cleaning agents, and chemicals, biohazards, disinfectants, pesticides, herbicides, dust, dirt, oil, and 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: 01/93

Revised: 10/99; 07/13 reallocation from R16 (Ewing)

Revised: 05/24 (EH&A / MGT Consulting) / GB 10/08/24; PC 09/26/24