

## **CAJON VALLEY UNION SCHOOL DISTRICT**

### **CLASS TITLE: NIGHT CUSTODIAN**

#### **BASIC FUNCTION:**

Under the direction of the Custodial Supervisor, 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.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform routine custodial activities at assigned school sites or facilities during the evening shift; sweep, 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 shampoo 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 concrete surfaces adjacent to school building.

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 chalkboards, white boards, 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.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

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.

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 and need for maintenance and repair.

Understand and follow oral and written directions.

Observe health and safety regulations.

Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and the ability to qualify and maintain qualification for District vehicle insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

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

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

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

Hearing and speaking to exchange information.

Seeing to read and perform carpentry functions.

Lifting, carrying, pushing or pulling heavy objects up to 55 pounds as assigned by the position.

Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching.  
Climbing ladders and working from heights.  
Standing for extended periods of time.

**HAZARDS:**

Working around and with machinery having moving parts.  
Working at heights.

**CLEARANCES:**

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