

Goleta Union School District

Custodian II

Basic Function

Under the direction of the Custodial Supervisor, serve in a lead capacity; communicate with District and site administrators related to the care, cleaning and maintenance of a school facility; perform custodial activities during a day shift at an assigned school site or facility to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

Representative Duties

Serve in a lead capacity during an assigned shift; communicate with District and site administrators related to the care, cleaning and maintenance of a school facility; prioritize and participate in scheduling assignments. E

Inspect and review the work of custodial work crew and provide assistance or direction as necessary; participate in orientations of new employees and in-service training programs as required. E

Maintain an inventory of custodial supplies and equipment and maintain related records; requisition and store supplies, materials and equipment; prepare work orders for major maintenance and repair work. E

Perform custodial activities at assigned District school site; sweep, scrub, mop, wax, buff and polish floors and vacuum rugs and carpets in classrooms, offices, multipurpose rooms and other work areas; spot mop spills and remove gum and debris. E

Clean restrooms; clean and disinfect drinking fountains, sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows. E

Clean lunch areas following lunch periods; empty trash and recycle receptacles and clean tables and surrounding area. E

Wash windows and walls including window coverings such as blinds as needed. E

Clean whiteboards, chalkboards and erasers and empty pencil sharpeners. E

Move and arrange furniture, supplies and equipment in preparing classrooms and multipurpose rooms for special events or meetings. E

Replace light bulbs and lighting tubes; dust and polish furniture and woodwork, retrieve P.E. equipment from the roof, and make minor, non-technical repairs as needed. E

Lock and unlock doors and gates as appropriate; raise and lower flags as assigned. E

Assure safety of hazards at assigned site; maintain security of assigned areas according to established guidelines; report vandalism, safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority; set security systems as assigned. E

Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances. E

Empty and clean waste and recycling receptacles. E

Operate cleaning equipment such as vacuums, buffer and polisher, scrubbers, and other cleaning equipment as assigned. E

Respond to Principal and staff requests as needed. E

Perform emergency cleanups such as spills. E

Maintain records of observed maintenance and repair needs and safety issues E

Assemble, adjust or move furniture as requested. E

Participate in summer and other special custodial projects. E

Perform related duties as assigned.

Custodian II

Knowledge and Abilities

Knowledge of:

Principles and practices of training and providing work direction to others.

Planning, organizing and work scheduling procedures and techniques.

Safe practices and work methods related to cleaning and maintenance activities.

Methods, materials, tools and equipment used in custodial work and routine maintenance.

Proper methods of storing equipment, materials and supplies.

Proper lifting and climbing techniques.

Inventory methods and control.

Ability to:

Communicate with District and site administrators related to the care, cleaning and maintenance of a school facility.

Train and provide work direction to others.

Maintain staff work schedules.

Perform custodial activities at an assigned school site or facility to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

Use cleaning materials, equipment and methods according to predetermined standards.

Interpret and apply knowledge of safety precautions and procedures.

Ability to use equipment and supplies for custodial work.

Maintain tools and equipment, as assigned, in clean working order and provide proper security.

Perform minor non-technical repairs.

Observe and report need for maintenance and repair.

Understand and follow oral and written directions.

Meet schedules and time lines.

Communicate effectively with others.

Inspect and assure the security of facilities during assigned shift.

Education and Experience

Any combination equivalent to: graduation from high school and two years of experience in custodial and maintenance work.

Licenses and Other Requirements

None

Working Conditions

Environment

Indoor/outdoor environment.

Physical Demands

Custodian II

Heavy physical labor.

Standing for extended periods of time.

Lifting, carrying, pushing, pulling, or moving heavy objects.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Climbing ladders.

Walking.

Hazards

Cleaning chemicals.

Heights when climbing ladders and while on roof.

Distinguishing Characteristics

Custodian II incumbents perform custodial activities at an assigned school during a day shift and may serve in a lead capacity. Custodian I incumbents perform custodial activities at an assigned school during an afternoon or night shift.

Custodian I

Basic Function

Under the direction of the Custodial Supervisor, perform custodial activities during afternoon and evening hours at an assigned school site or facility to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

Representative Duties

Perform custodial activities at assigned District school site; sweep, scrub, mop, wax, buff and polish floors and vacuum rugs and carpets in classrooms, offices, multipurpose rooms and other work areas; spot mop spills and remove gum and debris. E

Clean restrooms; clean and disinfect drinking fountains, sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows. E

Wash windows and walls including window coverings such as blinds as needed. E

Clean whiteboards, chalkboards, and erasers; empty pencil sharpeners. E

Move and arrange furniture, supplies and equipment in preparing classrooms and multipurpose rooms for special events or meetings. E

Replace light bulbs and lighting tubes; dust and polish furniture and woodwork and make minor, non-technical repairs as needed. E

Lock and unlock doors and gates as appropriate. E

Maintain security of assigned areas according to established guidelines; report vandalism, safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority; set security systems as assigned. E

Pick up paper, trash and debris around school grounds and in buildings. E

Empty and clean waste and recycle receptacles. E

Operate cleaning equipment such as vacuums, buffer and polisher, scrubbers, and other cleaning equipment as assigned. E

Respond to emergency cleanups such as spills. E

Participate in summer and other special custodial projects. E

Perform related duties as assigned.

Respond to Principal and staff requests as needed.

Assemble, adjust and move furniture for staff as requested.

Knowledge and Abilities

Knowledge of:

Basic methods, materials, tools and equipment used in custodial work and routine maintenance.

Proper methods of storing equipment, materials and supplies.

Proper lifting and climbing techniques.

Ability to:

Perform custodial activities at an assigned school site or facility to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

Use cleaning materials, equipment and methods according to predetermined standards.

Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.

Learn appropriate safety precautions and procedures.

Maintain tools and equipment in clean working order and provide proper security.

Perform minor non-technical repairs.

Observe and report need for maintenance and repair.

Understand and follow oral and written directions.

Meet schedules and time lines.

Custodian I

Communicate effectively with others.

Inspect and assure the security of facilities during assigned shift.

Climb ladder.

Establish and maintain cooperative and effective working relationships with others.

Education and Experience

Any combination equivalent to: graduation from high school and sufficient training and experience to perform the knowledge and abilities listed above. The high school graduation requirement may be waived at the discretion of the Assistant Superintendent, Administrative Services.

Licenses and Other Requirements

None

Working Conditions

Environment

Indoor/outdoor environment.

Physical Demands

Heavy physical labor.

Standing for extended periods of time.

Lifting, carrying, pushing, pulling, or moving heavy objects.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Climbing ladders.

Walking.

Hazards

Cleaning chemicals.

Heights when climbing ladders.

Distinguishing Characteristics

Custodian I incumbents perform custodial activities at an assigned school during an afternoon or night shift.

Custodian II incumbents perform custodial activities at an assigned school during a day shift and may serve in a lead capacity.