

## **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.  
Climb a ladder.  
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.

## **Custodian II**

### *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.

### *Hazards*

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.