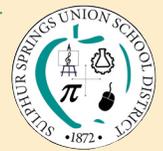


Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

CUSTODIAN

DEFINITION

Under supervision, to keep assigned buildings, classrooms, and office spaces clean and orderly; to perform custodial tasks in the care of floors, furniture, walls, and equipment; to perform minor grounds maintenance, to operate small power custodial and grounds equipment; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform a wide range of custodial and general operations duties in accordance with a scheduled work assignment. Work is inspected by site and District personnel for compliance with established standards. Positions may be assigned to day or evening shifts. Evening shift personnel may be reassigned to the day shift during periods of student non-attendance to perform major cleaning of the school site and/or attend training.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Vacuum carpets and replace vacuum cleaner belts; sweep floors and sidewalks; remove gum from floors and carpeting; mop, strip, and wax floors; shampoo carpeting.

Operate custodial utility cart, gas powered blowers, vacuum cleaners, carpet shampooer machines, floor sanders, buffers, and related custodial equipment.

Clean and disinfect restrooms and fixtures; clean and shine mirrors and chrome; and replenish supplies of towels, toilet tissue and tissue.

Clean classrooms and offices, dust and wash desks, tables, shelving units and cabinets; dust and clean blinds; clean and polish door and window glass; dust and clean light fixtures; remove cobwebs; clean writing boards and erasers; and clean sinks and counters.

Read cleaning labels and learn to follow safety instructions. Read schedule and write notes to supervisor regarding repairs and supplies.

Pick up trash and empty trash cans; clean trash cans; and replace trash can liners.

Open and secure building; put up and take down flags; check and lock windows; check, unlock and lock doors and gates; activate and disarm alarm systems; pick up school items and found student and staff items and place in designated areas; secure stray or wild animals on site and relocate or hand over to the proper authority; and request that visitors to the campus who are engaged in prohibited activities leave the school grounds.

Move furniture and AV equipment; set up and take down chairs and tables.

Remove graffiti, perform minor repairs independently, such as raising and lowering student desks, replacing chair glides, changing light bulbs and tubes, and using plumber's helper and snake to unplug sinks and toilets. Assist District personnel in the performance of facility repairs, as needed.
Use safety equipment and devices.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

QUALIFICATIONS

Knowledge of:

Basic methods, materials, and equipment used in custodial work.
Operation, use and maintenance of custodial equipment.
Appropriate safety precautions and procedures.

Ability to:

Learn schedules, procedures and the use of tools and equipment used in custodial and simple maintenance work.
Work with limited supervision, often working alone on evening shift.
Learn to use cleaning materials, disinfectants and equipment used in custodial work.
Perform general grounds maintenance.
Use hand and power tools of custodial work safely.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing custodial work.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)

Read small print
See small objects at a distance of 3'

Hearing:

Hear sounds which warn of potential danger

To perform tasks such as to:

Read safety instructions and cleaning labels
Pick up trash; avoid vacuuming over small objects

To perform tasks such as to:

Perform equipment operations in presence of children; hear obstructions in vacuum; hear fire alarm

Analyze sounds of equipment operations

Have tolerance to be exposed to noisy conditions

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend at wrist and elbow

Extend arms to reach outward and upward; use hands and arms to lift objects

Twist and bend at torso

Turn, raise, and lower head

Lower Body Mobility:

Walk on even surfaces

Bend at waist

Stoop

Stand for prolonged periods of 4 hours

Step over objects

Strength:

To lift, push, pull, and/or carry objects which weigh as much as 70 pounds on a frequent basis and 100 pounds occasionally

Smell:

Distinguish strong odors

Environmental Requirements:

High noise level

Exposure to harsh chemicals/toxic conditions

Work around dirt/dust

Work alone

Work outside

Work inside

Mental Requirements:

Read and write at a simple level essential for successful job performance

Judgment

Learn quickly and follow verbal procedures and standards

Process information quickly and make quick decisions

Determine operating efficiency and needed repairs

Operate small power grounds and custodial equipment

To perform tasks such as to:

Sweep, dust, and perform other custodial duties

Set up furniture; wash walls and windows; high dusting

Move furniture; pick up supplies, pick up tools and materials; pick up trash; vacuum carpets in classrooms

Change light bulbs

To perform tasks such as to:

Operate blower and sweep sidewalks

Clean restrooms, move equipment, and wax floors

Pick up trash

Vacuum classrooms, sweep floors, and clean bathrooms

Load and unload supplies and move equipment and furniture

To perform tasks such as to:

Load and unload materials and supplies; move furniture; setup for meetings

To perform tasks such as to:

Work with cleaning products; smell fire or smoke

To perform tasks such as to:

Operate blowers and vacuum cleaners

Use cleaning products; be exposed to urine, vomit, blood and/or feces

Sweep, vacuum, and clean

Perform duties alone on night shift

Operate blower, empty trash, and perform security checks

Perform classroom and restroom cleaning duties

To perform tasks such as to:

Write notes to supervisor and read written instructions

Operate security systems; quickly respond to emergencies

Follow schedule and perform duties without on-site supervision

Call for emergency services