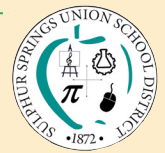




# Sulphur Springs Union School District

## 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

## SENIOR CUSTODIAN

### DEFINITION

Under general supervision, to coordinate daily school cleaning, repair, set-up and security activities with the site principal, to keep buildings, grounds, and office space clean and orderly; to perform custodial, storekeeping, and light grounds and building maintenance tasks in the service of a school; to lead a small crew of custodians; and to perform related work as required.

### CLASS CHARACTERISTICS

Positions in this class may serve as a school day shift facilities operations team leader or as the leader of a specialized cleaning crew. Positions assigned as the school site day shift leader have a significant role in serving the varied and immediate needs of staff and students and responding to emergencies. Communication and coordination are important characteristics of the day shift Senior Custodian. Day shift incumbents perform more routine facility maintenance and repair work than is characteristic of the evening shift positions. Positions assigned to a specialized cleaning crew lead a small crew in the performance of scheduled cleaning assignments. The Senior Custodian modifies cleaning assignments in response to staff absences, facility use, and special projects and requests.

### 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.*

Communicate with Principal, Custodial Supervisor, and school staff regarding the condition of the school plant and special needs; coordinate cleaning schedules of operations staff to accommodate special needs, activities, and absences; plan and set up for school/community functions; communicate with evening shift operations personnel regarding set up for activities and community use of buildings during evening shift.

Fill out requisitions, work orders, and simple reports; write instructions to Custodians; report needed repairs and follow up on completion of work orders by District maintenance personnel; and interact with maintenance staff, contractors, parents, PTA, etc.

Assign and schedule work of site-based custodians in accordance with established standards; train regular and substitute custodians in the performance of assigned custodial duties, security functions, and emergency procedures; inspect school and report on quality and quantity of work performed by operations personnel; report performance and performance problems of site-based custodial team to the supervisor.

Vacuum carpets and replace vacuum cleaner belts; sweep floors and sidewalks; remove gum from floors and carpeting; mop, strip, and wax floors; shampoo carpeting; refinish wooden flooring; and use power sweeper to sweep concrete areas.

Operate custodial utility cart, bleacher mover and gas powered blowers, vacuum cleaners, carpet shampoo 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, tissue and sanitary supplies.

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; change water bottles; and clean sinks and counters.

Read cleaning labels and follow safety instructions; and write notes to custodial team members regarding repairs and supplies.

Pick up trash and empty trash cans; clean trashcans; 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; and learn location of utility turnoffs.

Water plants and lawns; turn on sprinklers.

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

Perform minor repairs independently, such as removing graffiti, painting small areas, operating HVAC systems, replacing ceiling tiles, affixing molding, replacing receptacle plates, replacing audio-visual equipment bulbs, repairing pencil sharpeners and paper dispensers, gluing down carpeting, raising and lowering student desks, replacing chair glides, assembling furniture, changing light bulbs and tubes, using plumber's helper and snake to unplug sinks and toilets, and spraying for ants and insects. Assist District personnel in the performance of facility repairs, as needed.

Wear identification and protective clothing and use safety equipment and devices.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related duties as assigned.

## **QUALIFICATIONS**

### ***Knowledge of:***

Basic methods of leadership and team work.

Basic methods of custodial work scheduling.

Methods, materials, and equipment used in school custodial work.

Operation, use and maintenance of custodial equipment .

Basic record keeping and arithmetic.

Appropriate safety precautions and procedures.

### ***Ability to:***

Implement cleaning schedules and procedures and the use of materials, tools and equipment used in custodial and routine maintenance work.

Plan, lay out, inspect, train, guide, and correct the work of team members and substitute workers.

Coordinate custodial operations to meet the needs of school staff.

Perform routine maintenance work.

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 at least one year of experience performing school 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'

#### **To perform tasks such as to:**

Read safety instructions and cleaning labels

Pick up trash; avoid vacuuming over small objects

#### **Hearing:**

Hear sounds which warn of potential danger

#### **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

Determine operating efficiency and needed repairs

Have tolerance to be exposed to noisy conditions

Operate small power grounds and custodial equipment

#### **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

#### **To perform tasks such as to:**

Sweep, dust, and perform other custodial duties

Turn, raise, and lower head

Set up furniture; wash walls and windows; move furniture; pick up supplies

Pick up tools and materials; pick up trash; vacuum carpets in classrooms

Change light bulbs

#### **Lower Body Mobility:**

Walk on even surfaces

Bend at waist

#### **To perform tasks such as to:**

Operate blower and sweep sidewalks

Clean restrooms, move equipment, and wax floors

Stoop

Pick up trash

Stand for prolonged periods of 4 hours

Vacuum classrooms, sweep floors, and clean bathrooms

Step over objects

Load and unload supplies and move equipment and furniture

**Strength:**

To lift, push, pull, and/or carry objects which weigh 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 routine level essential for successful job performance

Judgment

Learn quickly and follow verbal procedures

Process information quickly and make quick decisions

**To perform tasks such as to:**

Load and unload materials and supplies; move furniture; setup for as much as 60 pounds on a frequent basis and meetings

**To perform tasks such as to:**

Operate blower and work with cleaning products; smell fire

**To perform tasks such as to:**

Operate blowers and vacuum cleaners  
Use cleaning products  
Sweep, vacuum, and clean  
Perform duties alone  
Operate blower, empty trash, and perform security checks  
Perform classroom and restroom cleaning duties

**To perform tasks such as to:**

Prepare requisitions for repairs and supplies; write instructions to team members; prepare routine periodic reports and written instructions  
Coordinate work to meet special needs of staff; implement assigned emergency procedures; operate utility turn-off mechanisms and operate security and alarm systems; respond appropriately to emergencies  
Follow procedures and guidelines and meet performance standards and standards without on-site supervision  
Operate utility turnoffs; call for emergency services