



CLASSIFIED
Job Class Description
4270.3

Alpine Union School District
Equal Employment Opportunity

SENIOR CUSTODIAN

DIVISION: School Site or District Facility

SALARY SCHEDULE: Classified
LEVEL: Range 20

REPORTS TO: Principal or Administrative
Designee

DATES CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective: 10/17/2018

PURPOSE:

Under the general direction of a School Site Principal or designee, as well as the Maintenance and Operations Supervisor during summer when Principal is not on duty; serves as day custodian at an assigned site performing routine cleaning and custodial services; performs routine maintenance duties related to the upkeep of the assigned site; assists in the coordination of the night use of the school facilities. Incumbents in this classification provide students and staff with clean and sanitary facilities, and work toward creating a positive school environment, which directly support student learning.

Distinguishing Characteristics

The Senior Custodian classification performs routine and semi-skilled maintenance tasks in maintaining and cleaning school buildings and adjacent areas, normally following a prescribed and recurring work schedule. This is a senior level classification in the custodial job family. A Senior Custodian works in coordination with and leads the work of a Custodian.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Prepares facility for daily operations (e.g. opening gates, building access doors, disarming security systems, raising flag, cross walk signs, and minor repairs, etc.).
- Cleans assigned District and school facilities (e.g., sweeps, mops, scrubs, strips, waxes and vacuums various floor coverings, cleans carpets, and polishes furniture and woodwork, etc.) to maintain a sanitary, safe and attractive environment and general upkeep of classrooms, facilities and school; performs deep cleaning and dusting for cobwebs during summer months.

Job Class Title: **Senior Custodian**

Updated: 10/2018

Previous job class approval/revision dates: 04/23/2015 / 05/14/015

- Cleans restrooms, replenishes supplies and fill dispensers.
- Washes windows, walls, sinks and fountains; uses pressure washer to wash lunch area, school walls, sidewalks, restrooms; uses blower to clear the school grounds
- Moves, arranges and sets up furniture and equipment for sporting and special events and meetings.
- Inspects school facilities to ensure the site is safe, secure, and maintained in an attractive and clean condition; identifies necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Opens and secures buildings, facilities and grounds (e.g., disarms and sets alarms, locks and unlocks doors, etc.) at beginning and end of work shift, and follows emergency and lockdown procedures.
- Sets up room or auditorium for breakfast and lunch; cleans tables; puts out and empties garbage receptacles.
- Picks up trash and litter; empties and cleans trash and garbage receptacles.
- Performs emergency clean-up resulting from vandalism, breakage, spilling or illness and reports to supervisor.
- Stacks, stores and repairs furniture; maintains equipment and supplies.
- Evaluates situations in order to take immediate and/or appropriate action and to notify appropriate personnel for resolution. Oversees assigned custodial staff (e.g., organizing workload, training, reviewing work, providing input on evaluations, etc.)
- Prepares written materials (e.g., requisitions, work orders, safety reports, accidents reports, solar reports, wheelchair lift reports, etc.)
- Replaces light bulbs and makes minor maintenance repairs.
- Requisitions and maintains adequate custodial supplies and equipment; controls and monitors the use of these materials and equipment.
- May transport goods and supplies from one location to another.
- Performs minor painting projects.
- Assists in the coordination of the night use of the school facilities.
- Assists administration with Facilities Inspection Tool (F.I.T.)
- Assists administration with emergency drills, fire inspections, and other emergencies.
- Maintains and updates school or facility marquee.
- Communicates through District email service and other electronic communications.
- Performs other duties related to the class as assigned.

QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

KNOWLEDGE OF:

- Modern cleaning methods and the use and care of cleaning material and equipment.
- Basic safety practices related to cleaning methods utilizing chemical products.
- Handling hazardous materials.
- Blood Borne pathogens and universal precautions.
- Operating equipment used in industrial cleaning.
- Maintaining school buildings in a safe, clean and orderly condition.
- Basic arithmetic, work vocabulary and craft skills.

Job Class Title: **Senior Custodian**

Updated: 10/2018

Previous job class approval/revision dates: 04/23/2015 / 05/14/015

- Pertinent codes, policies, regulations and/or laws.

ABILITY TO:

- Maintain work schedules in performing tasks.
- Plan, schedule and organize a diversified custodial work program.
- Perform physical labor.
- Understand; plan and follow a work schedule.
- Keep basic work records and make reports.
- Estimate time and materials.
- Understand, carry out and give oral and written directions.
- Maintain cooperative- working relationships with those contacted in the course of work.
- Solve problems by analyzing issues and creating action plans.
- Work with a wide diversity of individuals.
- Adapt to changing work priorities.
- Meet deadlines and schedules and set priorities.
- Adhere to safety practices and procedures.

EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:

Training and Experience

High School diploma or equivalent.

Two years of experience in cleaning and maintaining building areas, preferably in a school setting; or any combination of training and experience that could likely provide the desired knowledge and abilities, including some experience in positions having increasing levels of responsibility.

Annual Training

Bloodborne Pathogen training
Emergency Lockdown Procedures training

Certificates

Must hold a valid First Aid Certificate.
Must hold a valid CPR Certificate.

License

Possession of a valid California Driver's License and the ability to qualify for District vehicle insurance coverage.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodation.)

Good physical condition as determined by pre-employment inquiries and medical examination.

Significant standing, walking, lifting, carrying, pushing, and/or pulling

Some climbing and balancing

Frequent stooping, kneeling, crouching, and/or crawling

Job Class Title: **Senior Custodian**

Updated: 10/2018

Previous job class approval/revision dates: 04/23/2015 / 05/14/015

Significant fine finger dexterity

Temperature variations and some exposure to risk of injury or illness

Job Class Title: **Senior Custodian**

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Previous job class approval/revision dates: 04/23/2015 / 05/14/015

Page 4 of 4