

CUSTODIAN II

CLASSIFICATION: Classified

TITLE OF IMMEDIATE SUPERVISOR: Supervisor of Maintenance & Operations

TITLE OF EVALUATOR: Principal or Vice Principal.

JOB SUMMARY: Under general supervision, coordinate, supervise, and carry out cleaning and upkeep of District building facilities during the evening hours; other related duties as assigned

ESSENTIAL DUTIES:

- Supervise Custodian I
- Sweep, dust, scrub, and mop floors; refinish, seal and wax floors of various types
- Dust and/or wash walls, woodwork, light fixtures, windows, blinds, furniture and other school equipment
- Vacuum and shampoo carpets
- Set up for athletic events
- Replace lamps and fuses
- Operate heating systems
- Open and secure District buildings and facilities

OTHER DUTIES:

- Make minor repairs and adjustments of furniture and equipment
- Perform minor painting and carpentry duties
- Repair lockers
- Move furniture
- May perform duties of a Custodian I

EMPLOYMENT STANDARDS:

- **Training and Experience** - Two years experience in custodial work. Knowledge of: District policies regarding the operation and upkeep of building facilities; cleaning techniques, procedures and materials; safe work practices.
- **Abilities** - Ability to: effectively coordinate and supervise co-workers; use a variety of tools and equipment; follow oral and written instructions; establish and maintain cooperative working relationships with other employees of the District.
- **Physical Effort/Working Environment** - Indoor and outdoor work environment during all seasons. Perform strenuous work, lift and carry up to 60 lbs., use of cleaning solvents/disinfectants common to custodial maintenance.
- **Licenses and Certifications** - A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- **Education** - Completion of formal or informal education sufficient to assure the ability to read and write at the level required to perform the duties of the job safely and successfully.

West Sonoma County Union High School District

Classified Salary Schedule - Range 24

8 hrs per day, 12 months

Approved: June 17, 1999

Revised: