

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CUSTODIAN II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform custodial duties at various District sites during an assigned shift to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Custodian II classification typically perform custodial duties during varying shifts at smaller District sites and work independently without a Lead Custodian or Site Supervisor present. Some incumbents in the Custodian II classification may be required to possess knowledge of swimming pool maintenance methods and related chemicals. The Custodian I classification is the entry-level class in the Custodian series. Incumbents perform routine custodial duties at various District sites during an assigned shift and under the direction of a Lead Custodian or Site Supervisor.

ESSENTIAL FUNCTIONS:

Perform custodial duties at various District sites during an assigned shift to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

Requisition custodial supplies as necessary in accordance with established procedures; maintain proper inventory levels.

Confer with site administrators and assigned supervisor regarding the care, cleaning and maintenance of facilities; respond to the custodial needs of District staff; respond to emergency calls after hours as assigned.

Assure security of facilities during assigned hours; lock gates, doors and windows; monitor facilities for vandalism and safety and fire hazards and report to appropriate personnel; raise and lower flags.

Clean classrooms, offices, cafeterias and other facilities of an assigned site; sweep, scrub and mop floors; vacuum rugs and carpets in classrooms, offices and other work areas; strip, wax and refinish floors; shampoo and spot clean carpets.

Dust and polish furniture, light fixtures and woodwork; clean chalkboards, trays and erasers; empty and clean waste receptacles and pencil sharpeners; clean and adjust shades or blinds.

Clean, scrub and disinfect student and staff restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains.

Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; water lawns and shrubs as assigned by the position.

Move and arrange furniture and equipment; set up facilities for special events and meetings; respond to the needs of District staff as requested; drive a vehicle to pick up supplies as necessary.

Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes, unplugging toilets and sinks and changing fuses; perform minor touch-up painting; identify and report maintenance problems.

Operate and maintain a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner and small power and hand tools; replace belts and bags on vacuum cleaners as necessary.

Clean and maintain District swimming pools as assigned by the position; maintain proper levels of chlorine and related chemicals.

Participate in thorough cleaning and restoration of school plant or District facilities as assigned.

Inspect fire extinguishers in accordance with established procedures.

Attend custodial staff meetings as directed.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Materials, tools and equipment used in custodial work.

Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture walls and fixtures.

Requirements of maintaining District buildings in a safe, clean and orderly condition.

Safe practices and work methods related to custodial activities.

Proper methods of storing equipment, materials and supplies.

Proper lifting techniques.

Basic inventory methods.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform custodial duties at various District sites during an assigned shift to maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.

Operate and maintain tools and equipment signed in clean working order.

Inspect and assure the security of facilities during assigned shift.
Confer with site administrators and assigned supervisor regarding the care, cleaning and maintenance of facilities.
Requisition custodial supplies.
Use various cleaning materials and methods.
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 both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Speak, read and write English at a level required for satisfactory job performance.
Maintain consistent, punctual and regular attendance.
Perform heavy physical labor.
Walk or stand for extended periods of time.
Move hands and fingers to operate a variety of hand and power tools.
Reach overhead, above the shoulders and horizontally.
Bend at the waist, kneel or crouch.
Use proper lifting methods.
Climb ladders to replace light bulbs.
See to perform custodial work.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: one year of custodial experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Floor-lift 72 pounds and arm-lift 44 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
May be required to drive as needed.
Regular exposure to fumes, dust and odors.
Seasonal heat and cold or adverse weather conditions.

HAZARDS:

Cleaning chemicals.
Working around and with machinery with moving parts.
Potential for contact with body fluids.