

**CUSTODIAN II****DEFINITION**

Under general supervision of a Principal or other administrator, is responsible for maintaining the cleanliness, sanitation and safety of an elementary school facility or administrative office during the day; performs minor maintenance and repairs as needed; and performs other related duties in support of school and office schedules and activities. May be assigned central custodial warehouse functions or be responsible for performing custodial duties within a specific area(s) of the District; and performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

**TYPICAL DUTIES**

Unlocks and locks the site daily and de-activates alarm system; raises and lowers flag daily; inspects site for vandalism, safety hazards or other physical conditions requiring attention; reports hazards to supervisor; picks up trash and empties/cleans waste receptacles; vacuums, sweeps, mops, and scrubs floors; cleans and disinfects fountains, sinks, toilets, tables and adjacent areas; fills dispensers and machines with supplies; uses a leaf blower, power washer or hose to clean sidewalks and other common areas; sets up chairs, tables and trash receptacles for meal periods, assemblies, meetings, workshops, and other special activities. Performs minor non-technical maintenance and repairs duties, assembles furniture and equipment and changes incandescent bulbs and fluorescent lamps to assist staff or to correct safety hazards; paints areas not requiring specialized techniques or already prepared by painter; prepares and submits requests for higher level maintenance and repair service. Receives, puts away, inventories and delivers supplies and packages; delivers water bottles to various locations; maintains a central supply room and submits a reorder list as necessary. Participates in thorough cleaning and restoration of the site during school vacation periods. Assists site supervisor and staff with emergency preparedness (fire/disaster drills, emergency equipment maintenance, etc.); performs other related duties as assigned.

If assigned: provides support to custodial staff by performing central custodial supply warehouse, delivery, and inventory functions; coordinates moves of furniture and equipment within the District; performs some cleaning and minor maintenance functions; or responsible for performing a variety of custodial functions within a specific area(s) of the District such as the District office or central kitchens.

**DISTINGUISHING CHARACTERISTICS**

The **Custodian I** typically works at night on a traveling or site-based cleaning crew under immediate work direction of a Custodial Crewleader or site supervisor performing routine cleaning duties. The **Custodian II** generally is assigned to, and responsible for, a specific site during the day under the supervision of a Principal or other site administrator; in addition to cleaning duties, the incumbent performs a variety of related duties supportive of school activities. Supervision is typically less immediate in this classification and there are more non-routine duties. The **Custodian III- (Site Based)** performs all the duties of a Custodian II, but is assigned to a specific middle school site and, in addition, provides basic lead direction by assigning and reviewing the work of Custodians I assigned to that site not served by a traveling crew.

**EMPLOYMENT STANDARDS**

**Knowledge of:** Cleaning methods and the use of cleaning materials, tools, and equipment required in custodial services; basic hand tools and their use; basic techniques for minor non-specialized repairs; basic painting techniques; and standard safety practices and procedures.

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**Ability to:** Understand and follow oral and written directions; operate assigned custodial equipment such as vacuums, buffers, carpet shampooers, etc.; use common cleaning materials in a safe and efficient manner; learn cleaning schedules and procedures of assigned areas; perform minor non-technical repairs with hand tools; perform non-specialized painting; plan, schedule and coordinate work to meet established time lines; monitor supply inventory and maintain records; work cooperatively and effectively with co-workers, supervisors, staff, students, and the general public; be reliable in attendance, punctuality, and follow through; be flexible and adapt to changes in routine and the needs of the school; accepts responsibilities and work effectively and efficiently without direct supervision.

**Essential Physical Activities and Work Environment:** Sufficient stamina to stand, walk, climb, kneel, crawl, reach, twist, crouch, squat, balance and bend in the performance of custodial functions on a daily basis; strength to regularly transport boxes, trash cans and other objects weighing up to 50 pounds; mobility to climb and descend ladders; sufficient finger dexterity to operate cleaning equipment and grasp, push, and pull heavy equipment and objects (e.g. desks, chairs, tables, file/storage cabinets, audio/visual equipment, etc.) weighing over 150 lbs; sufficient stamina to perform moderate to heavy manual labor on a daily basis; sufficient dexterity to work in confined areas; sufficient hearing and speaking to give and receive instructions; and vision sufficient to observe work areas and read fine print.

Work is subject to exposure to dust, dirt, odors, noise, vibrations, heights, poor ventilation, solvents, chemicals and fumes. Work is conducted occasionally in adverse weather conditions, and is performed in both indoor and outdoor environments. Work may be subject to traveling to District sites.

**Typical Background:** Any combination of training and experience that demonstrates the knowledge and abilities to perform the typical duties. A usual way to obtain the knowledge and abilities would be at least one year of custodial or other manual work experience and a pattern of reliable attendance.

**Licenses and/or Certificates:** Possession of a valid Class C California driver's license may be required for some positions. Must meet District vehicle and liability insurance requirements, as appropriate. May be required to obtain job-related certificates after appointment.

**Qualifications:** In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.