

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Custodian, Day

CLASSIFICATION: Classified (SEIU)

REPORTS TO: Principal

RANGE: 240

WORK YEAR: 12 Months

CLASS: Maintenance & Operations

BOARD APPROVAL: 1/14/16

BOARD REVISION:

PRIMARY FUNCTION: Under the direction of the Director of Maintenance and Operations and general supervision of the Principal, to perform a wide variety of custodial services to keep assigned facilities safe, sanitary, orderly, and attractive; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by providing students with a healthful and safe environment for learning.

SUPERVISION OVER: Not Applicable

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.)

- Works before and during the staff work and student school day to maintain cleanliness of the facilities.
- Cleans and sanitizes common areas, classrooms, and restrooms.
- Sweeps, dusts, mops, scrubs, washes, vacuums, waxes, and polishes facility floors, walls, woodwork, windows, furniture, equipment, fixtures, and hardware.
- Replenishes facilities with necessary supplies (i.e. paper, towels, soap, light bulbs, etc.).
- Empties and cleans waste receptacles.
- Turns on lights, unlocks gates/doors/windows, and disarms alarms to open facilities.
- Turns out lights, locks gates/doors/windows, and sets alarms to secure facilities in assigned areas.
- Operates power cleaning equipment.
- Makes minor, non-technical repairs (i.e. replacing light bulbs, repair to fixtures in restrooms/classrooms, etc.).
- Maintains hallways and corridors, and keeps sidewalks/walkways clean.
- Sets up and breaks down furniture and equipment for various events and activities; ensures area is cleaned and secured afterwards.
- Orders, accepts, and distributes custodial supplies; maintains inventory.
- Observes and reports sanitary/safety violations, fixture malfunctions, and damages to facilities; actively participates in emergency situations.
- Consults with supervisor to schedule work and avoid disrupting building activities except during emergencies.
- Works outside of the traditional schedule and/or off of the regularly assigned campus during periods of student non-attendance to deep clean facilities.
- Wears District-provided work attire appropriate for the position.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent; may be satisfied by appropriate experience and recommendations verifying sufficient knowledge and skills.
- One year experience in building or institutional custodial work OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Prior experience working in a public school setting preferred.

LICENSES AND OTHER REQUIREMENTS:

- May require a valid California Driver's License, insurable status by the District's carrier, and access to a personal vehicle in some cases.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination that is no more than 60 days old and renewable at least once every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- Methods, materials, and equipment used in custodial work.
- Industrial cleaning and institutional maintenance techniques.
- Proper procedures for disposing of waste.
- Basic inventory procedures.

ABILITY TO*:

- Operate common custodial machinery and equipment.
- Estimate, measure, and /or weigh needed supplies and materials.
- Meet rigid deadlines, and perform tasks that require strenuous, physical work.
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Write to complete logs and keep records.
- Work both independently with little direction and as part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

**Candidates should have fundamental working knowledge of these concepts, practices, and procedures, and the ability to apply them in varied situations.*

WORKING CONDITIONS:

PHYSICAL DEMANDS (With or without the use of aids)*:

- Work is performed while moving about the campus to clean facilities, utilize equipment, etc.
- Work is performed while positioning self to clean surfaces, retrieve supplies, operate equipment, etc.
- May require traveling in a vehicle to job assignments.
- Work is performed while moving supplies and equipment up to 50 pounds.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed in a manual and make log entries.
- Requires the ability to operate tools and equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; various campus facilities, variable heights, confined spaces, variable/diminished lighting; outdoor environments on campus in variable weather conditions; variable heights, confined spaces, variable/diminished lighting; loud and consistent noise created by custodial equipment; fumes and odors caused by chemicals and solvents; in vehicle traveling to job assignments.