

VISTA UNIFIED SCHOOL DISTRICT

CUSTODIAN

Purpose Statement

The purpose of a Custodian is to provide custodial services at assigned site; ensure an attractive, clean, sanitary, and safe environment for students, staff, and visitors; maintain buildings and adjacent grounds areas; perform a variety of special cleaning and minor maintenance operations; and prepare facilities for activities and events.

This job reports to an assigned administrator.

Essential Functions

- Arranges furniture and equipment (e.g., sets up and strikes chairs, tables, bleachers, lighting, sound systems, moves desks, tables, and other furniture, etc.) for the purpose of providing adequate settings for classrooms, offices, meetings, and events.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Cleans assigned facilities and/or grounds (e.g., classrooms, offices, gym, restrooms, multipurpose rooms, kitchens, athletic facilities, stadiums, grounds, playgrounds, etc.) for the purpose of maintaining a clean, sanitary, safe, and attractive environment.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions and complete duties efficiently and in a timely manner.
- Coordinates with supervisor, staff, students, parents, and/or visitors (e.g., responds to inquiries, receives work orders, responds to immediate safety and/or operational concerns, reviews calendar for event set-ups, etc.) for the purpose of providing information, taking appropriate action, and/or directing to appropriate personnel for resolution.
- Operates equipment (e.g., floor buffers, vacuum cleaners, carpet extractors, air blowers, etc.) for the purpose of maintaining building and grounds in a neat, clean, safe, and sanitary condition.
- Participates in thorough cleaning and restoration of assigned areas during vacation periods (e.g. cleans carpets, strips, waxes, and buffs floors, moves furniture, etc.) for the purpose of completing and/or facilitating custodial tasks.
- Performs minor job related maintenance on custodial equipment, classroom furniture, and fixtures (e.g., changes vacuum cleaner bags, changes light bulbs, etc.) for the purpose of ensuring proper functionality and usability of items.
- Prepares site for daily operations (e.g., picks up refuse, raises flags, sweeps walkway, disposes of waste paper and rubbish, mops floors, dusts and polishes furniture, empties and cleans waste containers, etc.) for the purpose of ensuring facilities are operational and hazard free, minimizing property damage, equipment loss, and/or potential liability.
- Secures facilities and grounds (e.g., reports facility damage and vandalism, ensures lights and alarms are operational, ensures gates, doors, and windows are secure and operational, etc.) for the purpose of responding to immediate safety and/or operational concerns, maintaining safety and security of assigned area, minimizing property damage, equipment loss, and/or potential liability.
- Supports lead, supervisor, and other site and district staff (e.g. reports maintenance issues to lead and/or supervisor, supports grounds, maintenance, operations, administrative staff, receives and delivers supplies and materials, etc.) for the purpose of completing site custodial services, including minor maintenance and plumbing activities.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- handling hazardous materials;
- mechanical aptitude;
- operating tools, equipment, and materials used in the custodial trade.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- job-related codes/laws/rules/regulations/policies;
- methods of industrial cleaning and institutional maintenance;
- proper use and maintenance of tools and equipment used in the custodial trade;
- proper methods of storing equipment, materials and supplies;
- safety practices and procedures;
- school safety and security practices;
- standard methods, materials, and tools used in assigned skilled trade.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- communicating with diverse groups;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- inspecting buildings and/or grounds;
- meeting deadlines and schedules;
- understanding and following oral and written directions;
- working as part of a team;
- working under time constraints;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity. Generally the job requires 5% sitting, 20% walking, and 75% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: No specific education level is required.

Equivalency: Any combination equivalent to sufficient training and experience to demonstrate needed skills.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Some positions in this classification may be required to have a valid California Class C Driver License

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

Revised: 06/11/2019

Salary Grade

Classified, Range 42
Classified, Range 43 (Night Differential)