

NIGHT CUSTODIAN I/UTILITY WORKER

DEFINITION

Under supervision, incumbents perform routine cleaning and maintenance duties in and around school buildings and do other work as required. This is the entry level class in the Custodian series. Incumbents of this class receive on-the-job training, explicit work instructions, and close supervision and review during initial training.

ESSENTIAL FUNCTIONS:

- Unlock and lock gates, restrooms, and classrooms.
- Activate alarms.
- Report work orders and report hazard conditions.
- Report vandalism and remove graffiti.
- Clean classrooms, restrooms, offices, locker rooms and showers.
- Clean white boards.
- Empty interior trash cans and change trash can liners.
- Plunge/drain and clean toilets.
- Vacuum, sweep, mop and polish floor surfaces.
- Wash interior windows, replace lights; set up rooms and other facilities.
- Clean foyer and gymnasium.
- Resurface gym floor.
- Inspect equipment and complete requests for repair.
- Maintain equipment and keep in good working condition.
- Order and deliver custodial supplies.
- Prepare buildings for public events.
- Perform minor non-technical repairs.
- Perform other tasks as defined by Supervisor of Custodians and/or Director of Maintenance and Operations.

QUALIFICATIONS

Knowledge of:

Cleaning methods, techniques and materials.

Basic safe work practices.

Ability to:

- Perform general custodial duties.
- Read and write.
- Understand and follow oral and written instructions.
- Learn schedules and work methods quickly.
- Get along well with others and work together as a team.

EXPERIENCE:

Individuals possessing the knowledge and abilities listed above are considered to possess the required experience.

EDUCATION:

High School Diploma or equivalent.

SPECIAL REQUIREMENTS:

Some positions may require possession of a valid and appropriate California Driver's License.

WORKING CONDITIONS

ENVIRONMENT:

- Office environment: constant interruptions.
- Outdoor environment: driving a personal vehicle to conduct work; visit school sites; travel to other organizations and companies; meetings and workshops.
- Wear District provided uniform.

PHYSICAL ABILITIES:

- Hearing and speaking to participate in group training, exchange information in person electronically and on the telephone.
- Ability to read printed matter and computer screens.
- Ability to understand speech at normal levels.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Kneeling, bending at the waist, and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies.
- Ability to lift and carry 30 pounds.
- Ability to climb stairs, walk, and sit for extended periods of time.
- Ability to climb a ladder for purposes of inspection when necessary.

EQUAL OPPORTUNITY EMPLOYER

Revised 4/1/09

Board Approved 4/14/09