

# LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

## JOB DESCRIPTION

### CUSTODIAN-NIGHT

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#### **BASIC FUNCTION:**

Under the direction of the Maintenance, Operations and Transportation Supervisor, perform night custodial duties at an assigned school site during a night shift to maintain buildings, office space and adjacent areas in a clean, orderly and secure condition.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform routine custodial duties at an assigned site during a night shift to maintain buildings, office space and adjacent areas in a clean, orderly and secure condition; receive and complete work orders.
- Clean classrooms, offices, cafeterias and other facilities of an assigned site; sweep and mop floors; vacuum carpets in classrooms, offices and other work areas; strip, wax and refinish floors during summer cleanup.
- Dust and polish furniture, light fixtures and woodwork; clean whiteboards, trays and erasers; empty and clean waste receptacles and pencil sharpeners.
- Clean, scrub and sterilize 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 dispensers as necessary; clean drinking fountains.
- Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances.
- Move and arrange furniture and equipment; set up facilities for special events and meetings; respond to the custodial needs of staff as assigned.
- Make minor, non-technical repairs as needed such as replacing light bulbs and unplugging toilets and sinks; repaint walls to remove graffiti as assigned; repaint road markings as assigned; identify and report maintenance problems to appropriate personnel.
- Operate and maintain a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner and small power and hand tools; replace bags on vacuum cleaners as necessary.
- Ensure security of facilities during assigned night shift; lock gates, doors and windows; set campus alarms; monitor facilities for vandalism and safety and fire hazards and report to appropriate law enforcement and safety personnel.
- Participate in thorough cleaning and restoration of school plant or other facilities as assigned.
- Inspect fire extinguishers in accordance with established procedures.
- Attend custodial staff meetings as directed.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and one year of custodial experience.

##### Knowledge of:

- Basic methods, materials, tools and equipment used in custodial work.
- Methods of cleaning and preserving floors, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Material safety data sheets and chemical safety standards.
- Operation and maintenance of custodial equipment and power and hand tools.
- Oral and written communication skills.

Ability to:

- Perform routine custodial activities at an assigned school sites or facilities to maintain buildings and adjacent areas in a clean, orderly and secure condition.
- Learn requirements of maintaining buildings in a safe, clean and orderly condition.
- Use various cleaning materials and methods.
- Learn appropriate safety precautions and procedures.
- Learn proper lifting techniques.
- Inspect and ensure the security of facilities during a night shift.
- Operate and maintain tools and equipment in clean working order.
- 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 with others.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Outdoor Environment.
- Subject to fumes, dust and odors.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking or standing for extended periods of time.
- Seeing to perform custodial duties.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights to replace light bulbs.

Hazards:

- Exposure to cleaning agents and chemicals.
- Working on ladders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 11/3/67, 2/9/05, 2/14/18

FLSA Status: Non-Exempt