

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Custodian III

DEFINITION:

Under general supervision of Director, Facilities and direction of site administrator(s), leads and performs a variety of scheduled and unscheduled custodial routine maintenance duties; assists school staff as requested; performs general custodial functions in maintaining equipment, special purpose facilities, buildings, offices, and adjacent ground areas in a clean, neat, orderly, safe, and secure condition; does related work as required.

EXAMPLES OF DUTIES:

- Demonstrates leadership in assisting and supporting the planning, organization, work scheduling.
- Performs custodial and routine maintenance tasks functions in accordance with a predetermined work schedule as determined by supervisor, including sweeping, mopping, waxing, dusting, polishing, vacuuming, washing walls, weeding, watering, and minor plumbing.
- Responsible for independent care of site.
- Inspects and reviews the work of other custodians and provides assistance and cleaning direction as necessary.
- Provides manual assistance by moving furniture or re-arranging furniture for various class uses and special activities.
- Delivers and picks up equipment and other materials, mail, or supplies.
- Performs skilled custodial functions in the setup, arrangement, and operation of special purpose equipment, such as stage lighting panels, curtain operation, set arrangements, and other similar functions.
- Performs skilled operational functions in the preparation of athletic fields and in the arrangement and set-up of competitive sports facilities
- May perform stage lighting and curtain movement operations and set arrangements during stage productions
- Strips and waxes floors, cleans carpets and does other floor maintenance as necessary.
- Ensures adherence to high standards of cleanliness, sanitation, and safety.
- Prepares supply material and equipment requests in maintaining adequate supply, material and equipment operational inventory.
- Provides general custodial services as assigned, including simple cleaning, sweeping, dusting, and mopping.
- Opens and closes school facilities to assure security.
- Collects, picks up and empties trash and strives to eliminate litter and maintain a high level of cleanliness about the school campus.
- Provides on-call cleanup for student accidents in accordance with proper procedures.
- Performs immediate daily graffiti removal as necessary.
- Raises and lowers the flags.
- Performs routine maintenance and preventative maintenance functions, including equipment adjustments, lubrication and simple part replacement.
- Checks restrooms and performs prompt replacement of restroom supplies.
- Checks for and attempts to prevent vandalism or defacement of property.
- Assist others and/or independently performs cleaning, receiving and delivering tasks as necessary.
- During breaks and vacation periods may be assigned to intensive cleaning work, including washing walls, moving furniture, washing windows, and similar duties whenever needed.

OTHER REPRESENTATIVE DUTIES:

- Reports needed repairs to supervisor
- Assists in overseeing students at lunch periods.
- Participates in in-service training programs.
- Assists in the maintenance of custodial operational records.
- Provide training and/or modeling to substitutes.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, materials, and equipment used in cleaning and maintaining a wide variety of surfaces, equipment and furniture.
- Planning, organization, and work scheduling procedures and techniques.
- Safe practices and working methods pertaining to cleaning and maintenance functional activities.
- Basic computer skills, such as accessing internet and e-mails.

Ability to:

- Effectively maintain work schedules in accomplishing assigned tasks.
- Perform light to moderately heavy manual functions.
- Effectively lead the performance of other custodial personnel.
- Understand and carryout oral and written directions.
- Establish and maintain cooperative working relationships.
- Use a computer-based work order system.

MINIMUM QUALIFICATIONS:

Experience:

Two years of experience in custodial and maintenance work preferably in a school setting, including some experience in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation
- Willingness to provide appropriate direction to other custodial staff

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Regular exposure to fumes, dust and odors.

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to repetitively twist, tolerate pressure involving wrists/hands, repetitively use hand, arm, and shoulder.
- Dexterity of hands and fingers to operate a variety of tools and equipment.
- Ability to frequently lift and move up to 50 pounds, and occasionally lift more than 100 pounds with assistance.
- Ability to climb stairs.
- Hearing and speaking to exchange information.
- Seeing to perform custodial duties.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to learn the procedures, functions and limitations of assigned duties.
- Ability to support and mentor other custodial staff

Hazards:

- Exposure to cleaning agents and chemicals.
- Working on ladders.
- Potential exposure to blood-borne pathogens and bodily fluids.