



Fremont Union High School District

Position: Senior Custodian – Adult Ed

Department/Site:	Adult & Community Education	Range:	107
Reports to/ Evaluated by:	Director of Adult & Community Education or designee	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

Under the supervision of the Director of Adult Education or designee, performs a variety of work in connection with the custodial, grounds cleanup, and light maintenance of high school campus, classroom, multi-use, office, or related facilities. Serves as a senior, or lead during an evening or night shift and for special projects. Understands and works effectively with people of differing cultures.

Essential Duties & 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 is intended to accurately reflect the principal job elements.

- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Replenishes soap and towel dispensers.
- Cleans public entry and use areas including, but not limited to hallways, stairways, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates.
- Sweeps and mops hard floors and baseboards, spot cleaning as necessary and wet mopping on a regularly scheduled basis. Vacuums and spot clean carpeted areas.
- Performs regularly scheduled cleaning of classroom, laboratory, and office areas including, but not limited to furniture, fixtures, and boards.
- Maintains safe and clean walkway and grounds surrounding the assigned area. Picks up litter. Empties and cleans outdoor trash.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements. Participates with others to assemble furniture, removing from and properly disposing of packaging materials.
- Participates in set up and take down of seating and equipment for various events. Sets up special equipment such as barriers, benches, bleachers, floor mats, and other equipment.
- Coordinates, leads, and participates in major cleaning projects that include, but are not limited to, carpet cleaning and floor stripping and refinishing.
- Secures internal and external entry and exit doors, ensuring that windows are locked and lights are off.
- Makes sure that secondary containers for cleaning and other products are properly labeled, and that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.
- Completes work order requests for maintenance services. Documents work activities and unanticipated occurrences.
- Checks and records emergency eye wash and shower stations, fire extinguishers, first aid kits, emergency telephones for proper functioning or stock.
- Inspects equipment used on a regular basis for function and required servicing. Makes minor repairs and arranges for complex repairs.
- Performs routine minor servicing and maintenance to fixtures such as, but not limited to minor plumbing adjustments, oiling of door hinges and wall panel glide tracks, tightening of loose fixtures, minor repairs, repair or replacement of dispensers, and minor carpet repairs.

- Maintains a safe working environment in the assigned area(s), notifying the appropriate resources of safety hazards observed and/or takes action to mitigate or eliminate potential hazardous conditions.
- Maintains current knowledge of proper safety precautions and proper use of cleaning materials and chemicals in use in laboratory areas. Checks and records emergency eye wash and shower stations, fire extinguishers, first aid kits, emergency telephones for proper functioning or stock.
- Orders supplies and replacement components as needed.
- Performs limited grounds keeping such as pruning of ornamental plants and grooming of landscaping.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires thorough knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance.
- Requires a thorough knowledge of the buildings and grounds of the assigned site.
- Must have a full knowledge of work hazards and safe work techniques, including lifting procedures.
- Requires some knowledge of chemical reactions and proper safety precautions for use.
- Requires basic knowledge of fixture, plumbing, and electrical repairs.
- Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms.
- Requires sufficient human relations skill to train Custodians and exercise courtesy when dealing with others.
- Requires the ability to perform all essential duties of the position with limited supervision.
- Must be able to observe all safety precautions and procedures.
- Must be able to operate and maintain tools and equipment in a working condition.
- Requires the ability to perform routine maintenance tasks and to be able to determine when to refer more complex maintenance requirements to a supervisor.
- Must have the ability to give general work training and guidance to other Custodians.
- Must be able to follow oral and written directions.
- Must be able to work independently and collaboratively.
- Must be able to apply District policies and procedures.
- Must be able to respond to emergencies.

Physical Abilities:

- Must be able to function effectively indoors and outdoors engaged in work of primarily an active nature.
- Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor.
- Requires near visual acuity to write, to read directions and product labels, and to observe work in progress.
- Requires sufficient hearing and speech for ordinary, telephonic, and 2-way radio communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly.
- Requires manual and finger dexterity to write and to clean and make minor repairs.
- Requires the ability to lift (from overhead, waist and floor levels, max. 50 lbs.), carry (max. 50 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment.
- Requires the ability to stand and walk for extended periods of time.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position requires a High School diploma or its equivalent supplemented by any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and one year experience in school custodial work.

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.