

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: DAY CUSTODIAN/GROUNDSKEEPER

BASIC FUNCTION:

Under the direction of the site administrator, perform routine custodial activities at an assigned school site or District facility during the day shift; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; operate a variety of cleaning equipment used to perform job responsibilities.

SPECIAL INSTRUCTIONS:

During periods of time when students are not in session, the Maintenance/Operations Department will assume the responsibility for direct supervision of Day Custodians. This department may also serve as a technical resource for the site administrator(s) in a variety of situations required in this position.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform routine custodial activities at assigned school sites or facilities during the day shift; sweep, scrub, mop, strip, wax, disinfect and polish floors; vacuum rugs and carpets in classrooms, offices, restrooms, auditoriums, kitchens, assembly areas and other work areas; spot clean and shampoo carpets.

Clean classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, restrooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls and windows; unclog drains and toilets; polish metal work.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; operate a variety of cleaning equipment utilized in custodial work, including industrial floor scrubber, stripper, polisher and large wet mops.

- Use cleaning materials and equipment in a safe and efficient manner.
- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.
- Learn methods and materials used in controlling weeds and other pests.
- Operate a variety of custodial and grounds equipment.
- Maintain tools and equipment in clean working order.
- Move and arrange furniture and equipment.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.
- Observe health and safety regulations.
- Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduation or equivalent, and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver’s license and the ability to maintain qualification for district vehicle insurance coverage. Possession of appropriate CPR and First Aid certificates issued by

~~the State of California. (SEE ATTACHED LISTING FOR REQUIREMENTS) (RELEASING OFFICE 490 4C0 4w004700030053)~~