

St. Helena Unified School District

Position Description

Position: Custodian II	Position Number:
Department/Site:	FLSA: Non-Exempt
Reports to/Evaluated by:	Salary Grade:113

Summary

Performs custodial cleaning and light maintenance of school site classroom, multi-use, office, immediate grounds, and related facilities to be in user-ready condition. Participates in major custodial assignments and cleaning projects.

Distinguishing Career Features

The Custodian II is the second and senior-level in a career path for custodians. The Custodian II requires compliance with the stated qualifications, a minimum of two years on the job, knowledge of custodial roles on day and evening rotations, ability to clean the assigned space to district specifications, and ability to use appropriate customer services when dealing with others. Advancement potential exists to Team Leader based on need and ability to lead others and fulfill productivity requirements.

Essential Duties and Responsibilities

- Maintains cleanliness of public entry and use areas including, but not limited to hallways, stairways, cafeterias, classrooms, labs, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates. Sweeps hard floors and vacuums and spot-cleans carpets as necessary.
- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, sinks, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Ensures that towel, soap, cleanser, and other dispensers are adequately stocked.
- Makes minor plumbing adjustments, unclogging toilets and sinks, tightening toilet seats, etc. Cleans water jets to enhance flows on decorative and drinking fountains. Oils door hinges and wall panel glide tracks. Tightens loose fixtures.
- Performs urgent cleanup in cafeteria, restroom, and classroom and related areas.
- Makes repairs to or replaces lighting registers, apparatus, lights, and ceiling tiles. Repairs electrical cords. Unclogs, repairs, or replaces dispensers, as necessary. Resets ceiling panels. Repairs minor carpet damage.
- Maintains safe and clean walkways and grounds surrounding the area of assignment. Picks up litter in-and-around facilities and grounds. Empties and cleans waste receptacles.
- Assists with moving and setting furniture and equipment according to established instructions and seating arrangements. Participates with others to assemble furniture, removing from and properly disposing of packaging materials.

- Turns lights on and off. Unlocks and locks doors and gates. Raises and lowers flags. Washes walks and eating areas.
- Participates in major cleaning involving stripping, sealing, and refinishing hard floors. Steam/dry cleans and shampoos carpets and fabric furniture. Cleans tiled areas.
- Turns lights on/off. Checks and secures doors, windows, in assigned areas for vandalism. Reports safety, sanitary, and fire hazards.
- Observes pedestrian/visitor activity at the assigned site, reporting unusual activity or behavior to the appropriate level of authority.
- Documents work activities, inspections, unanticipated occurrences, and MSD sheets.
- May be required to stock durable and perishable inventory into storage areas.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires working knowledge of the methods, materials, tools, equipment, and cleaning supplies used in custodial care and routine facilities maintenance as well as some more advance maintenance. Requires a thorough knowledge of the buildings and grounds of the assigned site. Requires working knowledge of safe work habits and safety procedures. Requires basic knowledge of building repairs. Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Requires sufficient human relations skill to exercise courtesy when dealing with others.

▪ **Abilities**

Requires the ability to perform all of the essential duties of the position with limited supervision. Requires the ability to operate custodial equipment such as, but not limited to buffer and carpet extractor, 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. Requires the ability to observe facilities, grounds, pedestrian and vehicle movement for safety and security concerns. Requires the ability to give general direction to Custodians I. Requires the ability to follow oral and written directions. Requires the ability to work varying schedules and shifts.

▪ **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors engaged in work of a demanding nature. Requires the ability to maintain 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 and carry (from overhead, waist and floor levels, max. 50 lbs.), push and pull up to 75 pounds, 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.

- **Education and Experience**

The position requires a High School diploma or GED and 3 years custodial experience, two of which are at the District.

- **Licenses and Certificates**

Requires valid California Driver's License.

- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and blood born pathogens.