

## Windsor Unified School District

### JOB DESCRIPTION

**Title: Custodian II**

**PRIMARY FUNCTION:**

Under the general supervision of the Director of Maintenance and Operations and the daily coordination of the site administrator, performs maintenance and repair work on buildings and grounds, coordinates the work activities of site custodial staff and submits work requests to the Maintenance Department.

**DIRECTLY RESPONSIBLE TO:** Director of Maintenance and Operations and the site administrator.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

- Cleans and disinfects assigned areas; sweeps, scrubs, mops and refinishes floors
- Performs routine grounds maintenance including power washing work as necessary
- Performs a variety of other custodial duties; replaces light bulbs, adjusts blinds , moves desks and other furniture, sets up rooms for facility use
- Cleans and sanitizes carpets
- Secures buildings and grounds; locks and unlocks doors and gate and sets alarms
- Loads and unloads trucks, moves and delivers supplies when necessary
- Dusts and cleans furniture, desks, chairs and all hard surfaces (ie: windows, white boards, counters, etc.)
- Operates custodial and maintenance equipment and tools safely and effectively
- Cleans and disinfects restroom facilities
- Performs major cleaning of buildings and grounds
- Performs maintenance repair work on buildings as necessary, including painting, plumbing, minor electrical, and carpentry
- Oversees and maintains maintenance and custodial equipment and tools
- Performs preventative maintenance to buildings and grounds
- Maintains an inventory of supplies and equipment
- Coordinates the scheduling and work activities of the site custodial staff. with the site administrator
- Performs monthly playground safety inspection and maintains safety logs
- Maintains fire extinguisher inventory and monthly inspection check list
- Performs other related work as required.

**REQUIRED QUALIFICATIONS:**

**ABILITY TO:**

- Follow oral and written direction, read and write at a level sufficient to fulfill the duties to be performed for the position described
- Possess a valid and appropriate California driver’s license
- Work a flexible schedule and respond to emergency situations
- Perform heavy manual labor as needed
- Operate and use the tools and equipment commonly employed in the custodial trade
- Relate positively to students, staff and the public
- Work cooperatively as a team
- Maintain confidentiality of school related information
  
- Ability to speak Spanish desirable

**EDUCATION:**

- High school diploma or equivalent

**DESIRABLE QUALIFICATIONS:**

- Ability to communicate in Spanish

**PHYSICAL ACTIVITY REQUIREMENTS:**

Work Position (Percentage of Time):

Standing: 45 Walking: 45 Sitting: 10

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs): 50 Lifting: 3 Bending: 4

Pushing and/or Pulling Loads: 3 Reaching Overhead: 3 Kneeling or Squatting: 3

Climbing Stairs: 1 Climbing Ladders: 4

Board Approved 1-10-95

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