

**FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT
BOARD POLICY**

CLASSIFIED PERSONNEL

JD 4200.1

NIGHT CUSTODIAN

Definition

Under general supervision, to follow a schedule in the performance of custodial duties required to maintain assigned rooms, equipment, building and adjacent areas in a clean, orderly and secure manner; to do special cleaning and building maintenance periodically; to perform routine building maintenance tasks during periods of student recess; and to perform other related duties as may be assigned.

Responsible To

Site or Department Administrator
Director of Transportation and Operations

Examples of Duties

1. Cleans facility for the purpose of maintaining a sanitary, safe and attractive environment.
2. Does emergency cleanup resulting from vandalism, breakage, spilling or illness.
3. Confers with supervisor regarding care and cleaning programs at the school plant.
4. Sweep, mop, strip, scrub and wax floors.
5. Shampoos, vacuums rugs and carpets.
6. Cleans restrooms, replenishes supplies and fills dispensers.
7. Mop cafeteria floors, wash tables and benches, and clean eating areas.
8. Dust, wax, wash and polish furniture and woodwork.
9. Wash windows, walls, sinks and fountains.
10. Picks up trash, litter, and recyclables and empties and cleans trash and garbage receptacles.
11. Cleans whiteboards, chalkboards and trays.

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12. Move, arrange and set up furniture and equipment for sporting and special events and meetings.
13. Is responsible for reporting unruly student activities, loitering, vandalism or similar situations.
14. Observe and report the need for repairs to the buildings.
15. Make such minor repairs as time permits.
16. Efficiently performs routine non-technical maintenance duties with the use of household hand tools.
17. May perform preventive maintenance on custodial equipment.
18. Secures facilities and grounds at end of shift.
19. Stack, assemble and store furniture, equipment and supplies in a safe manner.
20. Perform routine safety checks of all areas of the facility and correct unsafe conditions and report them immediately to the site administrator.
21. Available for callback in emergency situations.
22. Participates in thorough cleaning of school plant during summer vacation, such as washing walls, cleaning light fixtures, thoroughly cleaning and polishing furniture, stripping and waxing floors.
23. Performs routine building maintenance tasks during periods of student recess by assignment to a maintenance crew, or working individually.
24. Performs other related duties as may be assigned.

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Qualifications Guide

Knowledge of:

1. Methods, materials and equipment used in cleaning various types of surfaces and furniture.
2. Basic safety practices related to custodial work.
3. Basic written and spoken English.
4. Basic arithmetic.
5. Household-type hand tool usage.

Ability to:

1. Meet timelines in performing tasks.
2. Perform heavy physical labor.
3. Work effectively without close supervision.
4. Operate specialized cleaning and maintenance tools and equipment.
5. Understand and follow a work schedule.
6. Keep basic work records and make reports.
7. Understand and carry out oral and written instructions.
8. Maintain cooperative-working relationships with those contacted in the course of work.
9. Effectively use a site two-way radio.

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Working Conditions

Environment:

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

Physical Demands:

Dexterity of hands and fingers to operate a variety of custodial equipment
Walking or standing for extended periods of time
Seeing to perform custodial duties
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally
Climbing ladders and working from heights

Training and Experience

No experience required, but some previous custodial or janitorial work is desirable; equivalent to the completion of the twelfth grade; or any combination of training and experience that could likely provide the desired knowledge and abilities.

License

Possession of a valid California Drivers License and the ability to qualify for District vehicle insurance coverage.

Job Description Adopted: May, 1981
Job Description Revised: July 16, 1990
Job Description Revised: February 21, 2006

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