

## DEL MAR UNION SCHOOL DISTRICT

**CLASS TITLE:** NIGHT CUSTODIAN

### **BASIC FUNCTION:**

Under the direction of the Director of Maintenance & Operations, or designee, follows a schedule in the performance of custodial duties required to maintain assigned rooms, equipment, buildings and adjacent areas in a clean, orderly and secure manner. Follow the mandates set forth in the Custodial Procedures Manual and other assignments as directed.

### **REPRESENTATIVE DUTIES:**

- Assure security of school during assigned hours; lock gates, doors and windows; turn off lights when room is not in use; monitor facilities for fire hazards and report to appropriate personnel as required. Secure buildings at end of shift. Available for callback during emergency situations. *E*
- Responsible for reporting vandalism or similar situations. *E*
- Clean classrooms, offices and other facilities of an assigned school during an assigned shift; sweep, scrub, mop and wax floors, vacuum rugs and carpets in classrooms, offices and other work areas. *E*
- Dust and polish furniture, light fixtures and woodwork; clean whiteboards and trays, empty pencil sharpeners. *E*
- Empty and clean the waste receptacles; refill dispensers. *E*
- Clean, scrub and disinfect student and staff restrooms; wash windows and walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains. *E*
- Adjust and arrange furniture and equipment; set up school facilities for special events and meetings. *E*
- Operate and maintain a variety of custodial equipment including, but not limited to, a floor burnisher, buffer, carpet extractor, vacuum cleaner, gas/battery powered exterior vacuum and small power and hand tools; replace belts and bags on vacuum cleaners as necessary. *E*
- Pick up paper and other debris from grounds and buildings. *E*
- Wash lunch tables, benches and eating areas as directed. *E*
- Assist in setup/breakdown for special events, functions and programs. *E*
- Replace lights, adjust shades or blinds or adjust desks and other furniture. *E*
- Perform routine non-technical maintenance duties with household hand tools when directed. *E*
- Observes and reports the need for repairs to the Night Custodial Supervisor. *E*
- Participates in holiday and summer team cleaning program. Works 6:30 a.m. to 3:00 p.m. during such programs unless otherwise directed. *E*
- Perform related duties as assigned. *E*

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Methods and procedures used in cleaning various types of surfaces.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Safety practices and work methods used in custodial operations.
- Policies and objectives of assigned program and activities.
- Proper lifting techniques.

**ABILITY TO:**

- Read and comprehend the Del Mar Union School District Custodial Procedures Manual.
- Learn requirements of maintaining school buildings and facilities in a safe, clean and orderly condition.
- Learn the schedules, procedures and use of custodial tools and supplies.
- Use common cleaning equipment and materials in a safe and efficient manner.
- Operate a variety of custodial equipment including a floor buffer, carpet extractor, power washer, vacuum cleaner, and small power and hand tools.
- Meet schedules and time lines.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Complete minor repairs as necessary.

**EDUCATION AND EXPERIENCE:**

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

**WORKING CONDITIONS:****ENVIRONMENT:**

- Indoor and outdoor work environment.

**PHYSICAL DEMANDS:**

- Climbing ladders and working at heights.
- Lifting and carrying heavy objects.
- Exposure to cleaning chemicals.
- Dexterity of hands and fingers to operate small hand and power tools and equipment.
- Seeing to inspect and read work orders.

**HAZARDS:**

- Exposure to cleaning chemicals.
- Fumes from paints and solvents.
- Working at heights.

**SALARY:**

Placement on the Classified Salary Schedule on Range 16.