

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: CUSTODIAN II

DEFINITION: Under overall direction of the Director of Facilities and Transportation and site Principal, provides direction to night custodians and keeps assigned buildings and school grounds clean, safe and orderly.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Confer with the Director of Facilities and Transportation and Principal regarding care and cleaning problems with the school or administration buildings.
- Inspect buildings and grounds periodically for cleanliness and orderliness.
- Plan custodial schedules to meet the needs of the school.
- Assist in cleaning of school and administration buildings.
- Coordinate custodians in their work.
- Direct the preparation of facilities for special events.
- Make minor non-technical repairs and adjustments to equipment and fixtures.
- Sweep, dust, mop, and wax floors; sweeps sidewalks, classrooms and offices.
- Turn on irrigation sprinklers as needed.
- Requisition custodial materials, supplies and equipment.
- Raise and/or lower flags.
- Remove paper and other debris from school grounds.
- Lock and unlock doors and gates.
- Places safety cones and signs s required on streets near school.
- Perform special custodial work when requested.
- Keep simple records.
- Participate in the district-wide maintenance and cleaning program during non-school periods.
- Receive and store supplies.
- Inventory custodial supplies and equipment.
- Cleans lunch tables, cafeteria and related areas.
- Respond to all emergency drills as directed; assist safety, fire and building inspectors as needed.
- Clean and disinfect restroom facilities; clean drinking fountains, sinks and toilets.
- Unclog drains and toilets.
- Assist with moving cafeteria supplies.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Methods, materials, and equipment used in custodial work.
- Requirements for maintaining school buildings and grounds in a safe, clean, and orderly condition.
- Operation of shut-off valves for water, gas and furnaces, main switches and all other safety equipment.
- Safe work practices.

Ability to:

- Estimate quantity and types of materials and supplies needed.
- Develop and maintain cooperative working relations with those contacted in the course of work.

POSITION TITLE: CUSTODIAN II, Continued

- Supervise others and ensure that scheduled work is done effectively.
- Make minor, non-technical repairs.
- Operate heating and ventilating equipment.
- Understand and carry out oral and written instructions.
- Understand and implement regulations such as hazard communications.
- Communicate clearly and concisely.

EDUCATION AND EXPERIENCE:

- Completion of the twelfth grade.
- Two years of experience in custodial work.

PHYSICAL REQUIREMENTS: of this position are essential, but not limited to the following:

Ability to:

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of reading work orders, diagrams, labels and other printed material.
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Operate hand tools, mechanical equipment and power tools with dexterity.
- Operate district vehicles.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift/carry 40 lbs. and to occasionally lift/carry equipment and supplies weighing up to 80 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, and timely fashion
- Ability to meet the travel requirements of this position.

WORKING CONDITIONS:

Indoor and outdoor working environments subject to bending, crouching, and kneeling in confined spaces such as attics and sub-floor areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of standing/walking, and with appropriate safety equipment, working with potentially hazardous materials/equipment, solvents, paints, grease, oil and other chemicals.

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license.
- CPR/First Aid Certification is desirable.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.