

# Sweetwater Union High School District

## SENIOR CUSTODIAN

### Purpose Statement

The job of Senior Custodian is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner and overseeing and supporting assigned custodians in the performance of their assignments.

### Essential Functions

- Directs assigned custodial personnel for the purpose of ensuring functions are performed efficiently and providing input to the Principal/Manager for evaluation of personnel.
- Cleans assigned school facilities (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Arranges furniture and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events.
- Coordinates routine and emergency shift schedules and assignments for the purpose of ensuring adequate staff for snow removal, security and/or emergency responses.
- Prepares facility for daily operations (e.g. opening gates, building access doors, disarming security systems, raising flag, crosswalk signs, etc.) for the purpose of ensuring school facilities are operational and safe for occupancy.
- Secures facilities and grounds (e.g. lock doors, turn off lights, take down flags, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to the district.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, restroom supplies, vacuums, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Informs students, other site personnel and supervisor for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities.
- Performs functions of other positions within area of responsibility for the purpose of ensuring adequate coverage of custodial operations.
- Prepares documentation (e.g. work orders, supply orders, requisitions, etc.) for the purpose of providing written support and/or conveying information.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, graffiti, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.

### Other Functions

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning; safety practices and procedures; health standards and hazards.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with constant interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Education/Experience**

Any combination equivalent to High School diploma or equivalent and two years of experience performing custodial/maintenance duties.

**Required Testing**

Pre-employment Proficiency Test

**Certificates**

None Specified

**Continuing Educ./Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*