

Custodian

I. GENERAL DESCRIPTION, LEVEL OF RESPONSIBILITIES

The Custodian supports the success of the CCP by keeping our main campus clean and ready for use by families, children in our care, other staff, and members of the community and Carpinteria Unified School District using space for scheduled events. The custodian performs custodial, grounds cleanup, and light maintenance of school site classroom, multi-use, office, or related facilities.

II. SPECIFIC DUTIES, FUNCTIONS AND RESPONSIBILITIES

1. Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Replenishes soap and towel dispensers.
2. Cleans public entry and use areas including, but not limited to hallways, stairways, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates. Sweeps and mops hard floors and baseboards, spot cleaning as necessary and wet mopping on a regularly scheduled basis. Vacuums and spot cleans carpeted areas.
3. Performs regularly scheduled cleaning of classrooms and office areas including, but not limited to chairs, tables, kitchen area, and toilets. Sweeps and mops hard floors, baseboards, and walls to height children can reach on a regularly scheduled basis. Vacuums and spot cleans carpeted areas.
4. Maintains safe and clean outdoor playyards and the walkway and grounds surrounding the area of assignment. Picks up litter. Empties and cleans outdoor trash.
5. On a regular schedule, cleans and washes desks, tables, counters, furniture and fixtures, inside/outside walls and ceilings, mirrors, ledges, bookshelves, and other related items. Periodically oils or polishes woodwork, paneling, wood furniture, and metal fixtures.
6. Rearranges, moves, and sets furniture and equipment in place according to established instructions and seating arrangements. May assemble furniture, removing from and properly disposing of packaging materials.
7. Participates in set up and take down of seating and equipment for events, including theater, stadium, and gymnasium use. Sets up special equipment such as tables, chairs, and other equipment for functions.
8. Secures internal and external entry and exit doors, ensuring that windows and lights are locked and off.
9. Ensures that secondary containers for cleaning and other products are properly labeled.
10. Inspects equipment used on a regular basis for function and required servicing. Makes minor repairs and arranges for complex repairs.
11. May occasionally require the ability to perform work assignments on varying shifts.
12. Other duties as deemed necessary and appropriate by the Executive Director or immediate supervisor

III. EMPLOYMENT QUALIFICATIONS AND STANDARDS

1. High school diploma or GED required
2. One year related experience preferred
3. Proficiency in both English and Spanish preferred
4. Verbal and written communication skills required
5. Ability to prioritize work and manage multiple tasks effectively required
6. Valid automobile insurance and a valid California Drivers License are required
7. Requires the ability to comply with physical requirements: Must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires near visual acuity to write, to read directions and product labels, and to observe environmental conditions. Requires sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs.

Requires the ability to lift (from overhead, waist and floor levels, max. 75 lbs.), carry (max. 75 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment.

8. Requires a basic knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance. Must have a basic knowledge of work hazards and safe work techniques, including lifting procedures. Requires some knowledge of chemical reactions and proper safety precautions for use. Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Must be able to make decisions and respond to emergencies as needed.
9. Skills: Must be able to observe all safety precautions and procedures. Must be able to operate and maintain tools and equipment. Requires the ability to perform routine maintenance tasks and to determine when to refer more complex maintenance requirements to a supervisor. Must be able to follow oral and written directions. Must be able to work independently and collaboratively. Must be able to learn and apply company policies and procedures within a reasonable period of time. Must be able to communicate effectively and respectfully with all staff, families, and the public.

IV. CLASSIFICATION: Non-exempt

V. WORKING CONDITIONS

Work is generally performed within a school or office environment, using standard custodial equipment. Work is generally active in nature. The working environment is generally favorable. Lighting and temperature are adequate, and there are typically no hazardous conditions. Some moderate lifting and carrying is required.

VI. IMPORTANT PERFORMANCE FACTORS

- Attendance and dependability: Can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- Communication and contact: Communicates effectively and respectfully, both verbally and in writing, with superiors, colleagues, Board of Directors, volunteers, vendors/suppliers and the public.
- Relationships with others: Works effectively and relates well with others including superiors, colleagues, Board of Directors, volunteers, vendors/supplier and the public, maintaining professional and constructive working relationships.
- Adherence to policies and procedures: Complies with written and verbal policies and procedures, as well as instructions from management.

This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills required. Other duties, as assigned or deemed necessary by management, may be required. Management reserves the right to revise this job description at any time. The job description does not constitute a contract for employment, nor does it in any way alter the at-will employment relationship.

My signature below verifies that I have received this job description and understand all that it entails. My signature also testifies that all my questions pertaining to this position have been addressed and answered satisfactorily by the supervisor.

Employee Name Printed

Employee Signature Date

Supervisor Name Printed

Supervisor Signature Date