

# NOVATO UNIFIED SCHOOL DISTRICT

**TITLE: CUSTODIAN IV**

**SALARY: RANGE 30 – CLASSIFIED SALARY SCHEDULE**

## **BASIC FUNCTION:**

Under the direction of an assigned site administrator, oversee, lead, and participate in a variety of custodial activities at an assigned site or sites to maintain an attractive, sanitary, and safe facility for students, staff, and public during an assigned shift; provide equipment and furniture arrangements for meetings, classroom activities, and events; minimize property damage, loss, and liability exposure; train and provide work direction to assigned staff.

## **DISTINGUISHING CHARACTERISTICS:**

The Custodian IV serves in a lead capacity and performs advanced cleaning and custodial support operations at an assigned site or sites during an assigned shift.

## **REPRESENTATIVE DUTIES:**

### **ESSENTIAL DUTIES:**

Lead, plan, organize, schedule, and perform advanced cleaning operations at assigned site or sites as required; clean classrooms, offices, gyms, restrooms, multipurpose rooms, pool, stage, grounds and other areas; maintain a sanitary, safe and attractive environment; sweep, scrub and mop floors; vacuum rugs and carpets in classrooms, offices and other work areas; strip, wax and refinish floors; shampoo and spot clean carpets.

Train and provide work direction to assigned staff.

Maintain various records related to facility usage, inventory and assigned activities.

Lead and participate in thorough cleaning and restoration of a school plant during school vacation periods.

Assist with the coordination of the use of school facilities by community organizations and outside groups; plan and coordinate custodial work as necessary to prepare facilities for special events; move and arrange furniture and equipment.

Oversee and assist with the maintenance of swimming pools as assigned by the position; ensure proper and safe use of equipment.

Successfully complete pool maintenance training every two (2) years and official certification every five (5) years.

Monitor inventory levels of instructional and custodial supplies; order, receive, store and distribute instructional and custodial supplies and materials as directed.

Assist with scheduled special events, meetings, pool, stage events, and other functions; ensure availability of facilities and equipment; deliver various items including supplies, mail, packages, furniture,

and other materials to appropriate parties.

Provide information to students, other site personnel, and supervisor regarding activities, safety, and proper maintenance of facilities.

Communicate with personnel, outside agencies, and others to exchange information and resolve issues or concerns.

Inspect assigned site or sites; ensure that the site is suitable for safe operations and maintained in an attractive and clean condition; identify necessary repairs due to vandalism, equipment breakage, weather conditions, and other issues.

Prepare documentation including work and vacation schedules, work orders, requisitions, daily, and overtime slips, and budget requests for custodial, pool, auditorium, and grounds functions.

Clean, scrub, and sanitize all restrooms, showers, locker rooms, shops and cafeterias; polish metal work, clean sinks, mirrors, and other bathroom fixtures; restock paper supplies and soap as necessary; wash windows and interior and exterior walls; spot mop spills and removed gum and graffiti as needed; clean and sanitize drinking fountains.

Dust and polish furniture, light fixtures, and woodwork; clean boards, trays, and erasers; empty and clean waste receptacles and pencil sharpeners; clean and adjust shades or blinds.

Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes, unplugging toilets and sinks, and changing fuses; perform minor touch-up painting as assigned; identify and report maintenance problems.

Pick up paper, trash, and debris from buildings, school grounds, walkways, and adjacent areas; sweep and clean walkways, entrances, and adjacent areas; water shrubs as assigned by the position.

Arrange furnishings and equipment as required; provide adequate preparations for meetings, classroom activities, athletic events, and special and contracted events.

Operate and maintain a variety of custodial equipment including a blower, vacuum cleaner, and small power and hand tools; replace belts and bags on vacuum cleaners as necessary.

Maintain supplies and equipment including cleaning solutions, paper products, vacuums, mops, and other items; ensure the availability of items required to properly maintain facilities.

Respond to immediate safety and operational concerns including facility damage, alarms, and other issues; take appropriate action to resolve immediate safety issues in accordance with established health and safety guidelines; maintain a functioning educational environment.

Prepare assigned site or sites for opening as assigned by the position; open gates; unlock doors; turn off alarms; place relevant signage; raise and lower flags and tennis nets.

Secure assigned site or sites and grounds to minimize property damage, equipment loss and potential liability to organization as assigned by the position; check and lock doors and windows; turns off lights.

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- ▶ Principles of training and providing work direction
- ▶ Record-keeping techniques
- ▶ Requirements of maintaining buildings in a safe, clean and orderly condition
- ▶ Basic and advanced methods, materials, tools, and equipment used in modern custodial work
- ▶ Modern cleaning methods of cleaning floors, carpets, furniture, walls and fixtures
- ▶ Proper methods of storing equipment, materials, and supplies
- ▶ Proper operation and maintenance of custodial equipment and power and hand tools
- ▶ Health and safety regulations
- ▶ Proper lifting techniques
- ▶ Interpersonal skills using tact, patience and courtesy
- ▶ Oral and written communication skills

**ABILITY TO:**

- ▶ Oversee a variety of cleaning and custodial maintenance activities
- ▶ Provide training for other site custodial staff
- ▶ Estimate quantity and types of supplies needed
- ▶ Maintain records related to work performed
- ▶ Oversee and participate in moving and arranging furniture and equipment
- ▶ Perform routine and advanced custodial activities at an assigned school site or facility to maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition
- ▶ Use appropriate safety precautions and procedures
- ▶ Use proper lifting techniques
- ▶ Use various cleaning materials and methods
- ▶ Inspect and ensure the security of facilities during assigned shift
- ▶ Operate assigned custodial equipment
- ▶ Maintain tools and equipment in clean working order
- ▶ Perform minor non-technical repairs
- ▶ Observe and report need for maintenance and repair
- ▶ Establish and maintain cooperative and effective working relationships with others
- ▶ Understand and follow oral and written instructions
- ▶ Communicate effectively both orally and in writing
- ▶ Observe health and safety regulations
- ▶ Meet schedules and time lines

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of custodial work experience.

**OTHER REQUIREMENTS:**

- ▶ Department of Justice fingerprint clearance
- ▶ TB clearance

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- ▶ Indoor and outdoor work environment
- ▶ Subject to fumes, dust and odors

**PHYSICAL DEMANDS:**

- ▶ Dexterity of hands and fingers to operate a variety of tools and equipment
- ▶ Hearing and speaking to exchange information in person or on the telephone
- ▶ Seeing to read a variety of materials and perform custodial duties
- ▶ Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position
- ▶ Reaching overhead, above the shoulders and horizontally
- ▶ Bending, crouching, kneeling and stooping
- ▶ Walking or standing for extended periods of time
- ▶ Climbing ladders and working at heights

**POTENTIAL HAZARDS:**

- ▶ Exposure to cleaning agents and chemicals
- ▶ Potential exposure to/direct contact with bodily fluids/bloodborne pathogens
- ▶ Working at heights

***Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.***

***For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer: Human Resources Administrator; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.***