

SPENCER VALLEY SCHOOL

JOB DESCRIPTION

CUSTODIAN/GROUNDSKEEPING AND MAINTENANCE SUBSTITUTE

PURPOSE STATEMENT:

The job of Custodian/Groundskeeping and Maintenance Substitute was established for the purpose/s of providing custodial, groundskeeping and maintenance services as needed and/or assigned up to 19.5 hours per week.

NATURE AND SCOPE OF JOB:

Performs custodial, groundskeeping, and maintenance tasks to ensure that all students, staff, and the community are provided a safe, attractive and clean, and healthy environment for learning and work.

QUALIFICATIONS:

The Custodian/Groundskeeping and Maintenance Substitute shall:

1. Have earned a high school diploma or its equivalent.
2. Hold and maintain a California valid driver's license for the type of equipment to be driven, with no serious violations.
3. Preferably one year of work experience, including custodial and/or groundskeeping and maintenance work, or any combination of training and experience that could likely provide the desired knowledge and abilities.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
7. DOJ/FBI clearance (fingerprints).
8. Complete a pre-employment physical to provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation.
9. Tuberculin Clearance.
10. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application.
2. References.
3. Employment interview.

EMPLOYMENT TERMS:

The Custodian/Groundskeeping and Maintenance Substitute shall be employed under the following terms:

1. Substitute employment. Number of hours per day and time of day will vary depending on need.
2. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education

JOB FUNCTIONS AND RESPONSIBILITIES:

Examples of Custodian/Groundskeeping and Maintenance Substitute duties include:

1. Ensure that the work site and conditions are safe and ensure that all applicable fire, safety, health, and environmental regulations and laws are observed and exceeded.
2. Empty and clean waste receptacles, including recycling.
3. Take trash to dumpster and recycling containers to curb.
4. Ensure classrooms, restrooms, and all other buildings are clean and stocked appropriately with soap and paper products.
5. Vacuum rugs or carpets.
6. Wash windows, walls, sinks, and fountains.
7. Clean rest rooms.
8. Sweep or mop floors.
9. Stock paper supply cabinet in boy's bathroom with overflow stored in maintenance shed.
10. Turn out lights and secure areas by locking doors.
11. Move, arrange and set up furniture and equipment for special events and meetings.
12. Sweeps sidewalks and curbs, picks up trash and debris from school grounds.
13. Operate buffers, vacuum cleaners and other custodian equipment.
14. Maintain all landscaped areas, including courtyard and sidewalks.
15. Mow and edge lawns.
16. Thin and trim shrubs, hedges, trees and vines.
17. Hoe or weed whip weeds.
18. Rake grounds.
19. Skim pond.
20. Maintain in-ground drains and culverts.
21. Remove snow and or ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
22. Perform light repairs or painting, installation and assembly tasks.
23. Prevent classroom or building flooding by running sump pump, or making available to others during a rain event.
24. Report immediately any damage or vandalism to facilities, or theft of equipment.
25. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations.

26. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisors, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.