

BUENA PARK SCHOOL DISTRICT

CUSTODIAN II

DEFINITION:

Under general supervision of the school principal, to independently lead and participate in custodial and routine maintenance functions and activities; to perform general custodial functions in maintaining equipment; special purpose facilities, buildings, offices and adjacent ground areas in a clean, neat, orderly, safe and secure manner; and to do other work as required.

EXAMPLES OF DUTIES:

Assist in routine maintenance functional activities in accordance with a predetermined work schedule such as, but not limited to: the setup arrangement and operation of special purpose equipment and other similar functions; performs routine maintenance and preventative maintenance functions, including equipment adjustments, lubrication, and simple part replacement; perform general custodial functions, including sweeping, mopping, waxing, dusting, polishing, vacuuming, washing walls and other general cleaning tasks; may raise and lower flags and lock and unlock gates and doors; may set security system; assist in receiving and distributing supplies and equipment; replacement of fluorescent lamps and light bulbs as necessary; picks up paper and other debris from school grounds; check all playground equipment for safety hazards; may occasionally perform routine general maintenance functions; assists in preventing and reporting facility vandalism.

QUALIFICATIONS:

Knowledge of:

Methods, materials and equipment used in cleaning and maintaining a variety of surfaces, equipment and furniture; planning, organization and work scheduling procedures and techniques; safe practices and working methods pertaining to cleaning and maintenance functions.

Ability to:

Ability to perform essential functions of the job with or without reasonable accommodation; efficiently and effectively use cleaning materials, supplies and equipment; perform light to moderately heavy manual functions; understand and carry out oral and written directions; establish and maintain cooperative working relationships; drive a pick up truck; operate vacuum cleaner; operate a carpet extractor; operate floor stripping machine; climb ladder up to 20' to replace light bulbs; work with different types of chemicals for all types of cleaning processes; lift up to 50 lbs.

EXPERIENCE:

Two years of experience in custodial and maintenance work, preferably in a school setting.

EDUCATION:

Equivalent to the completion of the twelfth grade.

CERTIFICATE:

Must possess a valid California Drivers License.