

## ORANGE UNIFIED SCHOOL DISTRICT

### SENIOR CUSTODIAN

#### **DEFINITION**

Under direction - oversees, coordinates and supervises the work of custodians on an assigned shift; keeps assigned building areas clean and orderly; performs minor maintenance and repairs; performs special tasks as required; and performs related duties as required.

#### Representative Duties

Overseers, coordinates and supervises the work of custodians assigned to the night shift at a high school; assists them and determines their priorities when necessary; provides a channel of communications; generally acts as the responsible person on assigned shift; performs minor maintenance, repair and servicing duties; orders supplies and materials.

Sweeps, mops, scrubs, and waxes floors, including surfaces of many types; vacuums rugs and carpets; dusts, waxes, washes and polishes furniture and woodwork; cleans walls and blackboards; cleans restrooms, locker rooms, and showers; washes windows; arranges furniture and equipment for special activities; assists school personnel with heavy objects; inspects buildings and grounds for broken equipment or vandalism; reports the need for repairs; empties trash and garbage cans; may sweep concrete surfaces immediately adjacent to the school buildings; may do minor maintenance tasks to keep assigned area safe and operating; participates in thorough cleaning during summer or vacation periods.

#### Organizational Responsibilities

Positions in this class report to the Custodial Foreman at a senior high school, and are generally responsible for the proper cleaning, safety, and accomplishments of all custodians on their assigned shift. Positions are normally assigned to the night shift.

#### Training and Experience - Equivalent to:

Two years of responsible experience in the custodial or building maintenance trades.

#### Knowledge and Abilities

**Good knowledge of:** the methods, materials, and procedures used in custodial and cleaning work; the principles of supervising and training custodians; simple arithmetic and record keeping, safe working methods and procedures.

**Ability to:** coordinate and supervise custodial personnel; communicate directions and requests and see to their accomplishment; maintain effective relationships with other workers and students or others using school facilities; keep simple records and prepare reports.

#### Licenses and Other Requirements:

Valid California Driver's License

ORANGE UNIFIED SCHOOL DISTRICT

**SENIOR CUSTODIAN**

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Medium Work:

Positions in this class perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend; positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Other Conditions:

Incumbents may be required to work with harsh or abrasive substances.

Board Approved: March, 1977