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
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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