



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Custodian II	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 43

BASIC FUNCTION:

Under general supervision of an assigned supervisor, perform routine custodial activities at an assigned school site or District facility; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition during assigned shift; operate a variety of cleaning equipment used to perform job responsibilities; train, lead, and provide work direction and guidance to assigned custodial staff

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- In accordance with the District cleaning standards, perform routine custodial activities at assigned school site or facility; sweep, scrub, mop, strip, wax, disinfect and polish floors; vacuum rugs and carpets in classrooms, offices, auditoriums, kitchens, assembly areas and other work areas; spot clean and shampoo carpets
- Clean classrooms, cafeterias, kitchens, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed
- Lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as appropriate; check fire extinguishers for proper charge level and report to appropriate personnel if charging is required
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls and windows; unclog drains and toilets; polish metal work
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; operate a variety of cleaning equipment utilized in custodial work, including industrial floor scrubber, stripper, polisher and large wet mops
- Oversee assigned site to maintain a safe and secure campus; report unusual, suspicious or criminal activities

- Replace light bulbs and tubes; clean chalkboards, white boards, trays and erasers; empty pencil sharpeners; clean tables, chairs and floors; wash windows, blinds, counters, sinks, and walls
- Perform general grounds cleanup, including picking up paper, trash and debris on grounds areas, parking lots, playgrounds, athletic fields and other assigned areas
- Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events
- Report safety, sanitary and fire hazards to appropriate personnel; inspect playground equipment for safety and report hazards as needed; perform minor maintenance tasks such as removing graffiti, repairing furniture; report need for maintenance and repairs to supervisor
- Participate in the thorough cleaning and restoration of campus facilities during recess periods
- Inventory, order, store and distribute custodial supplies

Train, lead, and provide work direction and guidance to assigned custodial staff OTHER DUTIES:

Perform related duties as assigned

May be required to perform minor site maintenance duties based on the issuance of a tool kit

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures

Proper methods of storing equipment, materials and supplies

Requirements of maintaining buildings in a safe, clean and orderly condition

Appropriate safety precautions and procedures

Proper lifting techniques

ABILITY TO:

Communicate effectively with students and adults

Train, lead, and provide work direction and guidance

Perform routine custodial activities at an assigned school site or facility

Maintain buildings and grounds areas in a clean, orderly and secure condition

Use cleaning materials and equipment in a safe and efficient manner

Operate a variety of custodial and grounds equipment

Maintain tools and equipment in clean working order

Move and arrange furniture and equipment

Observe and report safety hazards and need for maintenance and repair

Understand and follow oral and written directions

Observe health and safety regulations

Meet schedules and time lines

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and two years increasingly responsible custodial or similar experience

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 custodial equipment

Walking or standing for extended periods of time

Seeing to read and perform custodial duties (which may require corrective lenses)

Perform work which involves lifting, carrying, pushing and/or pulling objects typically weighing 50 pounds, and occasionally and with assistance up to 100 pounds

Bending at the waist, kneeling or crouching

Reaching overhead, above the shoulders and horizontally

Climbing ladders and working from heights to replace light bulbs

HAZARDS:

Working near and with machinery with moving parts

Exposure to cleaning agents and chemicals

Exposure to blood borne pathogens and infectious diseases

Working on ladders and heights up to approximately 10 feet