

## PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

17328 Penn Valley Dr. Suite A., Penn Valley, CA 95946-9764

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www.pvuesd.org



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**Job Title:** Custodian - Substitute

**Basic Function:** Under the supervision and general direction of the Site Administrator or Maintenance Supervisor, to do work to keep assigned rooms, buildings or office space clean and orderly.

**Job Range:** Range 4

**Reports to:** Site Administrator or Maintenance Supervisor

**Essential Duties and Responsibilities:**

Performs routine custodial duties working from a prepared work schedule or as directed by the Maintenance Supervisor or Site Administrator. Examples include, but are not limited to:

- Cleaning of classrooms, offices, hallways, stair wells, toilet facilities/restrooms, gymnasiums, multipurpose rooms, eating areas, special use rooms, entrances and teachers' rooms.
- Vacuums, sweeps, mop, and spot clean floors.
- Empties trash from containers both inside and outside, and changes trash liners.
- Removes biohazard waste materials, sanitizes restroom areas and disinfects toilets, urinals, sinks, and drinking fountains.
- Maintains various classroom and rest room supplies including towels, soap, tissues, etc.
- Cleans mirrors, chrome, and partitions in restroom areas.
- Removes cobwebs. Cleans and/or disinfects tables, desks, blackboards, dry erase boards, countertops, woodwork, blinds, light fixtures, and vents in classrooms and work areas.
- Responds to emergency cleanups such as spills, clogged drains, etc.
- Washes windows on both the inside and outside as needed.
- Performs indoor and/or outdoor cleaning of walls and spot cleans walls as needed.
- Dusts all furniture.
- Moves equipment and furniture when performing above cleaning activities.
- Periodic heavy cleaning of boiler rooms, storage areas, kitchen facilities, service equipment rooms, and custodial closets.
- Periodic heavy cleaning and maintenance procedures for all types of flooring, including carpeting, resilient flooring, terrazzo, clay tile, concrete floors, wood floors, cork, rubber tile, slate and parquet flooring.
- Performs major cleaning activities around site meetings and school calendar.
- Insect, reptile, large mammal and rodent control.
- Assembly/event set up and tear down.
- Adheres to Board policies and regulations and maintains a thorough working knowledge of the district procedures.
- Other duties as may be assigned or reasonably expected of a custodian including work orders, lock doors, and setting alarms.

During school recess periods, provides direct support for maintenance, ground, and custodial projects with Maintenance/Custodian/Grounds and Maintenance Technician as directed by Site Administrator or Maintenance Supervisor.

#### **SAFETY/SECURITY**

- Reports and removes any safety hazards. Reads and interprets safety labels.
- Identifies and reports safety, sanitary, and fire hazards, and major repairs needed promptly to his/her supervisor.
- Follows the district procedures for storage, disposal and recycling.
- Understands and follows procedures to handle and store chemicals properly. Utilizes Safety Data Sheets.
- Responds to emergency calls.
- Report any unauthorized visitors and/or vehicles
- Complete safety training and follow proper safety practices.
- May be requested on a voluntary basis to be on standby to respond to afterhours alarm calls for district sites.

#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE**

- High School Diploma or Equivalent (GED).
- Any combination of training and experience, which demonstrates ability to perform the duties as described. A typical qualifying background would include prior experience and/or training in custodial work.

##### **CREDENTIALS AND/OR SKILLS AND ABILITIES**

- Knowledge of cleaning materials and methods and the proper use of chemicals and materials in cleaning; safety practices and sanitary procedures; proper lifting techniques; basic mathematical skills to understand ratios for mixing cleaning solutions; rules, regulations, and procedures to properly dispose of hazardous fluids, blood borne pathogens, and chemicals.
- Modern cleaning methods and use and care of cleaning equipment and materials, tools and basic practices of custodial duties; facility utilities, mechanisms, ie. gas, water and electrical cutoffs.
- Skill and Ability to communicate effectively in both oral and written form; read, understand and follow instructions, schedules, and safety label directions; operate a variety of cleaning and maintenance equipment in a safe manner; perform minor repairs; work cooperatively and effectively with individuals and groups; work independently with minimal supervision; organize and prioritize tasks to meet cleaning schedules; perform the physical requirements of the position.
- Employee must wear required personal protective equipment and have the ability to follow all applicable safety standards.

##### **CERTIFICATE AND CLEARANCE REQUIREMENTS**

- Valid CA Driver's License. Employees in this classification must maintain insurability and possess a satisfactory driving record.
- TB Test (Current within last 4 years)
- Criminal Justice Fingerprint Clearance
- Ability to pass a Post-Offer Placement Exam (POPP)

**REASONING ABILITY:**

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
2. Ability to establish and maintain effective working relationships with students, co-workers, staff and community.
3. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**LANGUAGE SKILLS:**

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS:**

1. Ability to add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee regularly works indoors and outdoors in a school environment and come in direct contact with students, Penn Valley Union Elementary School District staff, and the public.
2. The employee will work near or with moving mechanical equipment.
3. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays.
4. The employee must be able to meet deadlines with severe time constraints.
5. The noise level in the work environment is usually moderate.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sitting or standing for extended periods of time, walking over rough or uneven surfaces to monitor projects.
2. Must possess strength, stamina and mobility to perform heavy physical work out of doors in all weather conditions and with exposure to potentially hazardous conditions, use varied hand and power tools, drive a motor vehicle.
3. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.
4. The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 75 pounds to 100 pounds with assistance. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
5. Lift and move materials and equipment weighing up to 90 pounds and heavier weights with the use of proper equipment and/or assistance.
6. Hearing and speech to communicate in person and over the telephone and/or radio.

**Endurance****Minutes At One Time****Total Hours In An 8-Hour Day**

Sit	0-45 min.	0-2
Stand	0-45 min.	2-6
Walk	0-45 min.	5-7
Drive	0-45 min.	0-2
Keyboarding	0-30 min.	0-1

	<u>NVR</u> 0%	<u>RARE</u> 1-5%	<u>SELD</u> 6-19%	<u>OCCAS</u> 20-33%	<u>FREQ</u> 34-66%	<u>CONT</u> 67-100%
<b>LIFT</b>						
1 - 10 lbs.					X	X
11 - 20				X	X	
21 - 35			X	X		
36 - 50			X	X		
51 - 75		X				
76 - 100		X				
<b>CARRY</b>						
1 - 10 lbs.					X	X
11 - 20				X	X	
21 - 35			X	X		
36 - 50			X	X		
51 - 75			X	X		
76 - 100		X				
<b>PUSH</b>						
1 - 10 lbs.				X	X	
11 - 20			X	X		
21 - 35			X	X		
36 - 50				X		
51 - 75				X		
76 - 100				X		
<b>PULL</b>						
1 - 10 lbs.						X
11 - 20				X		
21 - 35			X			
36 - 50			X			
51 - 75		X				
76 - 100		X				

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Bend/Stoop					X	
Twist					X	
Crouch/Squat				X	X	
Kneel				X		
Crawl				X		
Walk-Level					X	
Walk-Uneven					X	
Climb Stairs					X	
Climb Ladder					X	
Reach Shoulder				X		
Use Arms						X
Use Wrists						X
Use Hands						X
Handling						X
Fingering				X		
Foot Control					X	
<b>ENVIRONMENT</b>						
Inside			X			X(1)
Outside						X(1)
Heat	N	O	R	M	A	L
Cold	N	O	R	M	A	L
Dusty						
Noisy	N	O	R	M	X	L
Humid	N	O	R	M	A	L
<b>HAZARDS:</b>	<b>Blood Borne Pathogens X</b>					
Mechanical	Radiant		Explosive			
Burns	Electrical		Other			

**SPECIAL NOTES:**

1. Time spent inside or outside depends upon location of assignment(s).
2. Employee must wear required personal protective equipment and follow all applicable safety standards.

Penn Valley Union Elementary School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The District also prohibits sexual harassment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or his designee.

I, \_\_\_\_\_ have read and received a copy of this job description, and I understand that a copy of this job description will become part of my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Board Approval: January 15, 2020**