

---

## DAY MAINTENANCE CUSTODIAN

---

### **BASIC FUNCTION:**

Under the direction of an assigned administrator, perform custodial and general maintenance duties at an assigned site during a day shift to maintain buildings, office space and adjacent areas in a clean, orderly and secure condition; requisition custodial supplies as necessary in accordance with established procedures; make minor and non-technical repairs.

### **REPRESENTATIVE DUTIES:**

#### ESSENTIAL DUTIES:

- Perform custodial and general maintenance duties at an assigned site during a day shift to maintain buildings, office space and adjacent areas in a clean, orderly and secure condition.
- Requisition custodial supplies as necessary in accordance with established procedures; maintain proper inventory levels; check supply levels and organize supply cabinets; prepare supply orders and submit to District warehouse for delivery.
- Confer with site administrators and assigned supervisor regarding the care, cleaning and maintenance of facilities; respond to the custodial needs of staff; receive and complete work orders.
- Assure security of facilities during assigned hours; unlock gates, doors and windows; monitor facilities for vandalism and safety and fire hazards and report to appropriate personnel; raise and lower flags and tetherballs.
- Clean classrooms, offices, cafeterias and other facilities of an assigned site; sweep, scrub and mop floors; vacuum carpets in classrooms, offices and other work areas; strip, wax and refinish floors.
- May assist students with compliance with school rules and policies.
- Dust and polish furniture, light fixtures and woodwork; clean whiteboards, trays and erasers; empty and clean waste receptacles and pencil sharpeners.
- Clean, scrub and disinfect student and staff restrooms; wash windows, interior and exterior walls and site vehicles as assigned; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains.
- Perform a variety of minor maintenance and repair work on buildings, utilities and equipment including valves, fixtures, locks and other objects.
- Move and arrange furniture and equipment; set up facilities for special events and meetings; respond to the needs of staff as requested.
- Make minor, non-technical repairs as needed such as replacing light bulbs and unplugging toilets and sinks; perform minor touch-up painting; identify and report significant maintenance problems to appropriate personnel.
- Pick up paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; utilize a pressure washer to clean sidewalks and walkways as assigned.
- Operate and maintain a variety of custodial equipment including a floor stripper, pressure washer, buffer, vacuum cleaner and small power and hand tools; replace belts and bags on vacuum cleaners as necessary.
- Participate in thorough cleaning and restoration of school plant or other facilities as assigned.
- Attend custodial staff meetings as directed.

#### OTHER DUTIES:

May be required to provide assistance to other custodial, grounds, trades and warehouse personnel as assigned.  
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Materials, tools and equipment used in custodial work.
- Modern cleaning methods including basic methods of cleaning floors, whiteboards, carpets, furniture walls and fixtures.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Safe practices and work methods related to custodial activities.
- Proper methods of storing equipment, materials and supplies.
- Proper lifting techniques.
- Basic inventory methods.
- Oral and written communication skills.

**ABILITY TO:**

- Perform custodial and general maintenance duties at an assigned site during a day shift to maintain buildings, office space and adjacent areas in a clean, orderly and secure condition.
- Operate and maintain tools and equipment signed in clean working order.
- Inspect and assure the security of facilities during a day shift.
- Confer with site administrators and assigned supervisor regarding the care, cleaning and maintenance of facilities.
- Requisition custodial supplies.
- Use various cleaning materials and methods.
- Perform minor non-technical repairs.
- Observe and report need for maintenance and repair.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent;

Sufficient custodial and general maintenance experience to demonstrate the knowledge and abilities listed above.

**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 perform custodial duties.
- Regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and guide up to 75 pounds individually or more than 75 pounds with assistance.
- 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:**

- Exposure to cleaning agents and chemicals.
- Working on ladders

Board Approve 11/13/19

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any know disability.

**THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.**

---

---