

<b>Location:</b>	<b>Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>Facilities Manager</b>
<b>Classification:</b>	<b>Classified; CSEA bargaining Unit</b>
<b>Date Approved:</b>	<b>6/1983; 6/11/1997; 6/13/2007</b>
<b>Dates Revised:</b>	<b>8/17/2016</b>
<b>Position Control:</b>	<b>#142216, 142219, Salary Schedule, Range 24, 12 Month Work Year</b>

**POSITION DESCRIPTION:**

Under general supervision of designated supervisor, to oversee work of other staff and participate in the work of keeping a school plant clean and orderly; performs related work as required.

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

- Confers with head custodian or administrator regarding care and cleaning programs at the school plant
- Oversees the work of custodians and assists and trains them in performing their duties
- Ensures that rooms are set up for special events and needs
- Reports needed repair work to proper authorities
- Conducts frequent inspections of the school plant; insures safety standards
- Maintains security of assigned buildings, locks and unlocks doors and windows
- Reports safety, sanitary and fire hazards; cleans walks and entrances and removes refuse from grounds; picks up paper and rubbish; removes graffiti
- Oversees and participates in minor maintenance projects and in the cleaning of the buildings during the summer month
- Directs visitors and safeguards school property
- Establishes and maintains written detailed work schedules
- Arms and disarms security systems
- Assists in moving and rearranging furniture
- Loads and unloads equipment and supplies
- Maintains supplies and sanitary conditions in restrooms and first aid room; requisitions supplies and equipment as requested.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Current cleaning methods and the use and care of cleaning materials and equipment
- Requirements for maintaining school buildings in a safe, clean and orderly condition
- CAL/OSHA Safety Regulations
- Tools and basic practices of custodial maintenance work.

**Ability to:**

- Effectively demonstrate custodial skills to employees;
- Oversee the work of others;
- Use basic tools in performing minor repairs and adjustments;
- Perform heavy physical labor;
- Understand and carry out oral and written instructions;
- Maintain cooperative relationships;

**METROPOLITAN EDUCATION DISTRICT**  
**Custodian II**



**Ability to (continued):**

- Operate and use forklift, floor dolly, hand truck;
- Operate a variety of custodial equipment used in the cleaning of the plant
- Read and understand directions in use of chemicals and solutions
- Be available for any shift assignments to meet the needs of the district

**MINIMUM QUALIFICATIONS:**

Specific knowledge required to satisfactorily perform the functions of the job include:

**Education and Credentials:**

High school diploma or equivalent

**License:**

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments

**Experience:**

One (1) year of experience preferably in school custodial work.

**Expectations:**

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

**PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 35 pounds

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Employee Signature