

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Custodian-Sly Park

DEFINITION

Under general direction, performs Sly Park custodial services by keeping assigned areas clean, orderly, and secure; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Principal, Sly Park

SUPERVISION OVER

None; however, may provide technical direction to substitute custodians, and volunteers.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Sanitation

Vacuums, sweeps, mops, and spot cleans floors; wet mops cafeteria daily; cleans gymnasium; empties trash from containers both inside and outside and changes trash liners; cleans dorms and sanitizes restroom areas; disinfects toilets, urinals, sinks, showers and dorm beds; cleans and/or disinfects tables, desks, blackboards, dry erase boards, countertops, woodwork, and vents in classrooms and work areas; spot cleans walls as needed. shampoos carpets, strips, waxes, and buffs floors; washes windows on both the inside and outside; performs major indoor and/or outdoor cleaning of walls, wet dusts and polishes all furniture; schedules major cleaning activities around site meetings and school schedules; moves equipment and furniture when performing above cleaning activities.

Safety/Security

Reports and removes any safety hazards; reads and interprets safety labels; understands and follows procedures to handle and store chemicals properly; maintains log of material safety data sheets (MSDS) for Sly Park; performs minor electrical, plumbing, lighting, furniture, fence, gate, and other related repairs; identifies and reports the need for major repairs to an administrator; assists maintenance workers with major repairs and jobs as requested; assists the maintenance workers by maintaining and updating a minor repair/jobs maintenance log; replaces light bulbs and switches, HV/AC filters, and broken window screens; reports and/or repairs damage done to campus property; reports any unauthorized visitors; secures gates, doors, windows, and building areas; opens and closes buildings; turns off lights and sets alarm systems prior to leaving buildings.

Grounds Keeping

Keeps grounds neat and clean at all times; removes grass, pine needles, leaves, ice and/or snow from walkways, stairways, decks, courts, roofs and gutters; unclogs storm drains; removes trash from grounds areas; maintains grounds by spraying herbicide, weeding, and pruning trees and bushes to create a firebreak; assists in road snow removal using the motor grader.

Supply/Inventory Control and Distribution

Requisitions all Sly Park supplies and equipment in a timely manner to ensure adequate supplies and levels are available; receives, unloads, inventories, and maintains supplies for the Sly Park warehouse and distributes supplies as requested to appropriate buildings; prepares necessary paperwork to order items and maintains records related to inventory and supplies; refills all supplies and paper products in rest rooms.

Campus Support

Launders cleaning rags, and craft towels and aprons daily; launders sick room bedding, and student bedding and clothes as needed; feeds animals and cleans cages; traps and/or removes wild animals and dogs from campus; assembles, disassembles, delivers and stores extra cots for overflow students; retrieves sports equipment from outside courts and forested areas; chops, splits and stacks firewood for campfires; washes and maintains Sly Park vehicles; starts emergency generators and switches power sources during a power outage; keeps water heaters and furnaces lit; provides transportation on campus for students and cabin leaders as requested; provides direction to student and adult volunteers.

MINIMUM QUALIFICATIONS

Education

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Training and Experience

Any combination of training and experience which demonstrates ability to perform the duties as described. Basic vehicle maintenance, carpentry, electrical and plumbing experience desirable.

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; the operation of equipment and tools including leaf/snow blower, motor grader, saws, drills, sanders, buffers, and small hand tools; rules, regulations, and procedures to properly dispose of hazardous fluids, blood borne pathogens, and chemicals.

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.

Other Characteristics

Possession of a valid California driver's license and evidence of a safe driving record within the last three years required. (DMV printout acceptable); ability and willingness to travel on work assignments.

Revisions approved by Personnel Commission 9/19/06

New classification for Custodian-Sly Park adopted by Personnel Commission 2/17/99

Former title Custodian 11/92