



## MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

**Title:** Custodian II

**Reports to:** Site Principal and Director of Buildings and Grounds

**Work Year:** 12 Month – full time, 8.5 Hour Day Shift, 8 Hour Work Day, .5 Hour Unpaid Lunch

**Salary:** 6

**Definition:** Under general and primary supervision of the principal and (month of July) Director of Building and Grounds, to perform routine cleaning work in schools, offices, and other buildings of the district, and to do related work as required.

### **Representative duties**

- Working from a prepared work schedule, cleans the facility appropriately
- Picks up paper and other refuse on grounds and sweeps walks and entrances
- Washes, scrubs, and disinfects restrooms and other areas frequently touched by hands
- Cleans windows, door glass, and drinking fountains
- Empties and cleans waste and recycling containers
- Assists in moving chairs, tables, desks, furniture and equipment
- Replaces light bulbs
- Make minor repairs or adjustments to classroom furniture
- Maintains equipment used in the course of work
- Reports safety, sanitary, and fire hazards and follows Injury Illness Prevention Program procedures
- Assists in the restoration of buildings and grounds during summer vacation
- Utilize communication systems, such as walkie-talkies, communication logs and email
- Works collaboratively
- Reviews work completed by night custodial crew
- Coordinate night and day shift related duties
- Inspects grounds for safety and security
- Inspects HVAC and makes minor repairs and/or adjustments
- Performs light maintenance and repairs
- Procedures for opening and closing and securing the school and school grounds
- Related duties as assigned



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### **Ability to:**

- Learn and follow schedules, procedures, and use of custodial tools and equipment
- Read, write and carry-out oral and written instructions, as well as district operation manuals
- Relate well to students, staff, parents and students
- Establish and maintain cooperative working relations with others
- Use a computer to access information and send/receive email
- Prepare work orders
- Check inventory, replace and deliver supplies
- Perform light maintenance including HVAC operation

### **Knowledge of:**

- Current cleaning methods, and the preferred methods of cleaning and preserving floors, carpets, walls, and fixtures
- Cleaning materials, disinfectants, and proper use of equipment used in custodial work
- Safe practices related to cleaning methods and procedures
- Tools, operating boilers and heaters

### **Experience:**

- One year experience in custodial, janitorial, maintenance or grounds-keeping work, or related experience; school custodial preferred

### **Education/License/Testing:**

- A valid California Department of Motor Vehicles driver's license;
- TB Test
- Criminal Justice Fingerprint clearance
- May require a Math and English proficiency test
- High school diploma or equivalent

**Physical Requirement:** Performs work that frequently requires standing, bending, twisting, reaching, grasping, stretching, climbing, balancing, kneeling, crouching or squatting; push, pull or drag; occasionally lift and carry objects weighing 50 pounds, i.e. garbage and trash bags, cleaning equipment, tables and chairs, and visual acuity/depth perception to see where to clean and vandalism. Occasionally lifts objects weighing 80 pounds, such as sheet rock, bags of cement, jackhammers. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.



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The Moraga School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.