

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Supervising Custodian/Gardener*
WORK YEAR: *260-Day*

JOB DESCRIPTION: Under the general supervision of the Principal, will supervise and perform a wide variety of custodial, light maintenance, light grounds keeping duties and perform other duties as assigned.

ESSENTIAL JOB TASKS:

1. Instruct in the proper methods of cleaning and disinfecting procedures.
2. Provide cleaning, work schedules.
3. Schedule substitute custodians when needed, through Maintenance & Operations.
4. Order custodial supplies and equipment from the District's vendors.
5. Instruct personnel in proper methods of care/operation of custodial equipment.
6. May evaluate custodial personnel in conjunction with site principal.
7. Sweep, scrub, mop, wax and oil floors.
8. Vacuum rugs and carpets.
9. Dust and polish furniture and woodwork.
10. Empty and clean waste receptacles.
11. Clean restrooms.
12. Wash windows and walls.
13. Polish metal work.
14. Care for cleaning equipment and materials.
15. Assist in moving and arranging furniture and equipment, setting up auditorium or other rooms for special events or meetings.
16. Clean venetian blinds.
17. Scrape and refinish floors.
18. Performs light grounds keeping duties, i.e., sweeping, raking, hosing down walks, picking up litter on grounds and courts of buildings.
19. May assist as a helper to skilled maintenance personnel and may perform light maintenance duties.

KNOWLEDGE/SKILLS/ABILITIES:

1. **Knowledge of:**
 - * Modern methods of cleaning and preserving floors.
 - * Common tools and how they are used.
 - * Basic care and maintenance used in standard custodial practices.
 - * General custodial work safety habits, i.e., lifting, bending, stretching, etc.
 - * Record keeping standards and recording.
 - * Supervision and training techniques.
 - * Location of main switches, shut off valves, gas, electrical, computer and water lines, etc.
 - * Safety standards for mowers, trimmers, etc.
 - * Safety standards for weed control, i.e. spraying, posting.

2. Ability to:

- * Evaluate problem areas, report and recommend to the site principal an appropriate course of action.
- * Estimate time and materials required to complete a task.
- * Keep updated with modern custodial techniques.
- * Work positively and cooperatively with students, staff and parents.
- * Teach procedures, methods, equipment and use of tools commonly used in custodial work.
- * Do lifting and moving of school furniture and equipment utilizing proper physical safety measures.
- * Carry out oral and written instructions.
- * Perform all tasks in custodian/gardener position.
- * Pass a physical for this position.

3. High School diploma or equivalent.

4. Two years as a supervising custodian or related experience in a supervising capacity is desired.

5. Possession of a valid California Driver's License with insurance.

SALARY: ***Placement on the CSEA Salary Schedule, Range G***

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: December 14, 2010