



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## CUSTODIAN II

### DEFINITION:

Under the direction of the assigned Administrator or Supervisor, lead and participate in custodial and routine maintenance functions and activities; perform general custodial functions in maintaining equipment, perform complex and technical clerical tasks; coordinate and organize specific and detailed operational activities within a work unit; and performs other job-related duties as assigned and/or as required.

### ESSENTIAL DUTIES:

- Assist in the planning, organization, and work scheduling of a custodial crew in cleaning and maintaining large buildings and adjacent ground areas.
- Perform skilled custodial duties at various sites during an assigned shift to maintain buildings, office space, and adjacent grounds areas in a clean, orderly, and secure condition; move and arrange furniture and equipment; set up facilities for special events and meetings as needed; respond to the needs of staff as requested; drive a vehicle to pick up supplies as necessary. Confer with site administrators and assigned supervisor regarding the care, cleaning, and maintenance of facilities; respond to the custodial needs of staff; Ensure safety of facilities during assigned hours; lock gates, doors, and windows; inspects facilities for vandalism and safety and fire hazards and report to appropriate personnel; raise and lower flags.
- Clean classrooms, offices, cafeterias, and other facilities of an assigned site; sweep scrub, and mop floors, vacuum rugs and carpets in classrooms, offices, and other work areas; strip, wax, and refinish floors; shampoo and spot clean carpets. Dust and polish furniture, light fixtures, and woodwork; empty and clean waste receptacles and pencil sharpeners; clean and adjust shades or blinds.
- Clean, scrub, and disinfect student and staff restrooms; wash windows and interior and exterior walls; polish metal work, clean sinks, mirrors, and other bathroom fixtures; restock paper supplies and soap as necessary; clean drinking fountains.
- Requisition custodial supplies as necessary in accordance with established procedures; maintain proper inventory levels.
- Make minor, non-technical repairs as needed such as replacing light bulbs and lighting tubes, plunging toilets and sinks, and changing fuses as related to custodial equipment; identify and report maintenance issues.
- Pick up paper, trash, and debris around school grounds and in buildings; sweep and clean walkways and entrances;
- Operate and maintain a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner, and small power and hand tools; replace bags on vacuum cleaners as necessary.
- Inspect fire extinguishers in accordance with established procedures.
- Review and inspect the school facility to ensure adherence to standards of cleanliness, sanitation, and safety.
- Train, coordinate and provide work direction to assigned custodial personnel.

- Assist in maintenance of custodial operational records.
- Perform other job-related duties as assigned and/or as required

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Methods, procedures, materials, and equipment utilized in cleaning and maintaining a variety of surfaces, equipment, and furniture.

Cleaning and maintenance of quality control, safe working methods and procedures.

Planning, organization, and work scheduling procedures

Training principles and techniques.

ABILITY TO:

Effectively maintain work schedules in the accomplishment of assigned tasks.

Perform medium to moderately heavy manual activities.

Train, coordinate, organize and direct the work of other custodial personnel.

Understand and follow oral and written directions.

Establish and maintain cooperative working relationships.

**EXPERIENCE AND EDUCATION:**

EDUCATION:

Verification of a High School diploma; a GED certificate, or a high degree.

EXPERIENCE:

Two years of paid custodial experience, preferably in a school setting. Recent job-related experience within the last five years is required.

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

**PREFERRED QUALIFICATIONS:**

N/A

**WORKING CONDITIONS:**

ENVIRONMENT:

Indoor and outdoor work environment. Driving a vehicle to conduct work.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will walk or stand for extended periods while sitting some of the time, will regularly ascend and descend ladders, stairs and ramps.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written oral information, both in person and over the telephone/other communication devices.
- Must possess the manual dexterity to operate hand tools and to handle and work with various materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Exposure to chemicals; working around and with machinery having moving parts; exposure to dust, fumes, and odors. Bending, kneeling, or crouching. Exposure to excessive noise  
May be occasionally exposed to hot, cold, wet, humid, or windy conditions caused by weather.

**Revision Date: 2/1/2024**