

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SHORT TERM CLASSIFIED

JCN: 9851
NON-EXEMPT

SUBSTITUTE CUSTODIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine custodial activities and minor building maintenance duties; perform related work as directed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; unclog drains and toilets.
Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines, set alarms as appropriate.
- Maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition; clean classrooms, cafeterias, lounges, offices, kitchens and other facilities, as assigned.
- Monitor temperature in specified rooms to ensure comfortable working environment for county office employees, students and visitors.
- Move and arrange furniture and equipment; prepare conference rooms for special events and/or meetings; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; clean up furniture, equipment and debris following these events.
- Operate custodial equipment such as vacuums, mops, strippers, steam cleaners, small hand and power tools, buffer/scrubber machines and other equipment, as assigned.
- Perform general grounds clean-up including picking up debris and emptying waste receptacles; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed; clean whiteboards and empty pencil sharpeners; sweep and power wash concrete surfaces adjacent to buildings.
- Perform routine custodial activities individually or as a part of a crew at an assigned school site or county office facility.
- Raise and lower flags as assigned.
- Replace light bulbs and/or tubes as needed.
- Report safety, sanitary and fire hazards to appropriate personnel; monitor fire extinguisher expiration dates for replacement; report need for maintenance repairs to appropriate authority; respond to emergency custodial requests; ensure proper evacuation of buildings during fire alarm.
- Sweep, scrub, mop, strip, wax and polish floors; vacuum and shampoo rugs, carpets, and upholstery in assigned rooms and eating areas.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.

- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on flexible schedule as assigned.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel between work sites.

KNOWLEDGE OF:

- Appropriate safety precautions and procedures.
- Proper lifting techniques
- Proper methods of storing equipment, materials, and supplies.
- Proper methods, techniques, materials, tools, and equipment used in modern custodial work.
- Requirements of maintaining buildings in safe, clean, and orderly condition.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Maintain buildings and adjacent grounds in a clean, orderly and secure condition.
- Maintain tools and equipment in clean working order.
- Meet schedules and timelines.
- Move and arrange furniture and equipment for meetings and special events.
- Observe and report safety hazards and need for maintenance and repair.
- Operate a variety of custodial equipment.
- Perform custodial activities individually or as part of a crew at an assigned facility.
- Perform routine and repetitive work to completion.
- Understand and follow oral and written directions.
- Use cleaning materials and equipment in a safe and efficient manner.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.

EXPERIENCE:

- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Indoor and outdoor work environment.
- Office and/or school facility environment.
- Regular exposure to fumes, dust and odors.
- Regular interruptions.
- Seasonal heat and cold or adverse weather conditions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds with assistance.
- Walk at a pace to promptly and safely perform job duties.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Exposure to cleaning agents and/or chemicals.
- Possible contact with blood and other body fluids.
- Students may display potentially harmful behavior to self and/or others.
- Working on ladders.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 09/26/2022