

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: CONTINUATION HIGH SCHOOL/CDS SENIOR CUSTODIAN

BASIC FUNCTION: Under the direction of an assigned supervisor, provide custodial and security services for the facility, maintain assigned school plant, installation and related facilities in a clean and orderly manner; perform a variety of diverse duties with minimum supervision assuring that buildings and grounds are maintained properly; effectively; monitor student behavior on school campus and grounds, resolve minor problems, enforce rules and regulations governing student conduct, and provide direction and assistance to visitors and students; and communicate with school administrators, teachers and other staff regarding custodial and supervisory matters and related activities.

DISTINGUISHING CHARACTERISTICS:

This classification at Continuation High School/CDS Senior Custodian only requires one to perform both custodial and supervision responsibilities with considerable contact and communication with students, staff and the public. The duties of supervision are interspersed throughout the day, with a majority of the time focused on custodial duties.

REPRESENTATIVE DUTIES:

Perform a variety of custodial duties for assigned facility, to include watering shrubs and lawns; assure that the school plant is maintained in a clean and orderly manner.

Monitor student behavior in halls, physical education areas, parking lots and other non-classroom areas.

Resolve minor problems and enforce the established rules and regulations governing student conduct.

Provide assistance and directions to students and campus visitors; identify unauthorized individuals and take appropriate action.

Patrol halls and direct the movement of students in a safe and orderly manner.

Patrol restrooms, lunch and nutrition areas and other school facilities; resolve minor problems and enforce the established rules and regulations governing student conduct.

Perform preventative and minor maintenance to buildings and fixtures as time allows; report other repair and maintenance needs.

Empty and clean waste receptacles; pick up paper, refill dispensers and collect from receptacles.

Wash walkways and eating areas as directed; clean drinking fountains; make emergency clean-ups in cafeteria or other areas as needed.

Sweep and hose sidewalks and grounds, pick up or deliver school supplies, furniture or equipment as directed.

Turn lights off and on; unlock doors and gates; raise and lower flags.

Maintain various supplies and equipment used in the course of work; receive, distribute and store school supplies; maintain related records and files.

Check doors, windows and assigned areas for vandalism, report safety, fire hazards and vandalism as appropriate.

Move furniture and equipment; set up meeting rooms, classrooms and other school facilities for special events and meetings.

Communicate with school administrators, teachers and other staff regarding custodial matters and related activities; provide assistance and resolve problems as directed.

In accordance with appropriate laws and District policy, report any signs of suspected drug use, abuse or possession, or the possession of weapons on campus and refer to proper administrator.

In accordance with District policy, work with local police and building administrators in the process of apprehending students engaged in possession of weapons; possible drug possession, abuse or use, or overt acts which disrupt school.

Observe student activities and maintain order; refer individuals or groups of students to the appropriate administrator; under direction of an administrator, supervise groups of students as needed; assist with crowd control as assigned.

Participate in parent conferences as required, appear in court as required regarding students.

Encourage and promote acceptable behavior among students; communicate with students and staff and establish rapport.

May operate power sweeper and other related equipment.

Attend training sessions as directed.

Perform other duties related to the job description.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Proper methods, materials, tools and equipment used in custodial work.

- Cleaning materials and disinfectants used in custodial work.

- Safety practices and work methods.

- Requirements of maintaining school buildings in a safe, clean and orderly condition.

- Record keeping techniques.

- District policies and regulations governing student conduct.

- Appropriate measures for dealing with student misconduct.

Education Code and District policies regarding possession of illegal drugs on campus, search, restraint, and citizen arrest procedures.
Behavior, needs and problems of the adolescent.
Effective interpersonal skills including tact, patience and courtesy.

Ability to:

Use cleaning materials, equipment and methods according to pre-determined standards.
Maintain tools and equipment assigned in clean working order.
Perform preventative maintenance on buildings and equipment as assigned.
Observe and report need for maintenance and repair.
Lift objects weighing up to 80 pounds using safe and proper methods and/or equipment.
Move objects weighing up to 80 pounds using safe and proper methods and/or equipment.
Work independently with little direction on the campus and exercise good judgment in carrying out assigned duties.
Communicate effectively and in a positive manner with students, faculty and the general public.
Observe and monitor student activities and behaviors.
Learn applicable policies, rules and regulations and apply them within the assigned scope of authority.
Deal with potentially violent situations.
Analyze situations accurately and adopt an effective course of action.
Assist and control behavior and activities of students in a variety of situations.
Perform duties with patience, tact and good judgment.
Understand and follow directions.
Work cooperatively and effectively with others.
Meet time lines and schedules.
Maintain related records and files.
Perform manual labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate knowledge and abilities listed above, one year of custodial experience, and a minimum of one year working on a campus with adolescents.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; valid First Aid and CPR Certificate within six months of employment.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to lifting, climbing, carrying, pushing and pulling; exposure to dust; fumes from cleaning chemicals. Continuation High School/CDS site campus campus environment, subject to noise, and in an emergency, may be subject to physical intervention.