



AIMS K-12 College Prep Charter District

Title: Custodian

Category: Classified

Work Year: 12 Months

Employment Type: 12 Months Full Time

Starting Range: \$22.36-\$23.73/hr

FLSA: Non-Exempt

Supervisor: Facilities Manager

JOB GOALS:

We are seeking a dedicated and reliable School Custodian to maintain the cleanliness, safety, and functionality of our school facilities. The ideal candidate will be responsible for performing a variety of custodial duties, ensuring a clean and sanitary environment for students, staff, and visitors. This role requires a strong attention to detail, the ability to work independently, and a commitment to upholding high standards of cleanliness and maintenance.

REPRESENTATIVE DUTIES:

(Incumbents may perform any combination of the essential functions shown below.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

Clean and sanitize classrooms, offices, restrooms, stairwells, and common areas on a daily basis.

Use Janitorial cleaning equipment as directed by management

Strip and wax floors as needed and during deep cleaning.

Clean the Kitchen area to CAL OSHA, Alameda County Health Department, CDE

Empty and clean waste receptacles and dispose of trash daily/as needed throughout the site.

Clean windows, glass partitions, and mirrors daily as needed

Maintain and stock cleaning and maintenance supplies daily/as needed

Ensure that all doors, windows, and gates are open in the morning and securely locked alarm is set at night

Monitor and report any maintenance or safety issues to the Facilities Manager/CMMS system

Follow all health and safety regulations and procedures per OSHA, CDE, Alameda County Department of Health and other regulatory agencies.

Assist with moving of school materials

Assist with special requests from school staff as assigned by Manager

Organize and maintain the garage storage areas as assigned

Assist with setup and cleanup for school events and activities.

Assist Facilities Coordinator as needed

Fill out daily work reports and use of the CMMS work order system
Assist with graffiti and homeless encampment cleanup on AIMS properties
Attend training sessions as required by CAL OSHA, CDE, ACDH, CALEPA
Respond to after hours emergencies
Other duties as assigned

QUALIFICATIONS:

High school diploma or equivalent.
Knowledge of cleaning and sanitation procedures.
Ability to operate cleaning equipment and machines.
Physical stamina and the ability to lift heavy objects and perform repetitive tasks.
Strong attention to detail and thoroughness in completing tasks.
Good communication skills and the ability to work effectively both independently and as part of a team.
Commitment to maintaining a safe and clean environment for students and staff.
Ability to use email, word, excel, google docs, etc.
Experience working in a school environment (preferred)
Experience with CMMS systems (preferred)

KNOWLEDGE AND ABILITIES:

Proper cleaning techniques for various surfaces and materials.
Understanding of safety protocols and procedures.
Knowledge of handling and storing cleaning chemicals.
Basic maintenance knowledge for equipment and facilities.
Understanding of waste management and recycling procedures.
Abilities:

Physical stamina and strength for carrying out cleaning tasks.
Attention to detail for thorough cleaning and maintenance.
Time management skills to complete tasks within a set schedule.
Ability to work independently and as part of a team.
Good communication skills for interacting with school staff and students.

Licenses & Certificates:

**A valid driver's license. Must be eligible to meet the requirements of AIMS vehicle use policy.
Requires fingerprint clearance from the Department of Justice and TB clearance.**

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing:40 Walking: 50 Sitting: 10

Minimum Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18, 4 Lifting: 25-50 (lbs), 4 Greater than 50 (lbs) 4 Bending: 4
Pushing and/or Pulling Loads: 4 Reaching Overhead: 4 Kneeling or Squatting: 4
Climbing Ladders: 3 Climbing Stairs: 4

NON-DISCRIMINATION:

AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: Pending Board Approval

Board Approved Date: