



## 1310 CUSTODIAL STAFF ASSISTANT

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### **Classification Summary**

Perform a variety of office staff services and custodial work contributing to the efficiency and effectiveness of the district custodial services function. Office support services include research, correspondence, and dissemination of information related to custodial services. Custodial work includes providing relief for a Custodial/Maintenance Coordinator of a building; and organizing and facilitating training on custodial procedures. Perform other related work as required.

### **Supervisory Relationships**

Reports to the Custodial Supervisor at the Facilities Maintenance Department. Coordinate work and training functions with building custodial staff and building administrators. May be assigned leadership responsibilities over other custodial staff.

### **Distinguishing Characteristics**

This classification is distinguished from other classifications in the Custodial series by the requirement to perform both custodial and office support work through the Facilities Maintenance Department. The office support work is specific to the custodial field requiring knowledge of custodial procedures and practices. The incumbent in a position of this classification are on-call 24 hour, 7 days a week.

### **Examples of Duties**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions in this classification.)

1. Monitor financial expenditures of the assigned programs, post and balance expenditures.
2. Provide office support such as composition and correspondence, scheduling meetings, and information dissemination to administrators, staff and the general public.
3. Schedule and coordinate meetings, appointments, interviews, workshops, seminars, and travel plans.
4. Compile, analyze, and assimilate data and information pertinent to custodial services. Perform first step analysis of data and information or reports contributing to program development and evaluation. Follow through on administrative and technical detail work associated with program requirements.
5. Maintain specialized records and record keeping systems for a variety of data specific to the custodial program. Compile information from various sources, verify, and code data, and store for retrieval using a personal computer or other computer equipment.
6. Perform the work of Custodial/Maintenance Coordinators and staff custodians, including:
  - Performance of general maintenance work of limited complexity such as repairing furniture, building fixtures, minor plumbing problems, and small mechanical equipment.
  - Adjust heating systems and perform preventive maintenance on building mechanical systems.
  - Oversee the work of other custodial workers and inspect facilities for cleanliness, safety, sanitation, and security.
  - Instruct others workers and ensure work schedules are communicated and implemented. May provide training to others.
  - Perform staff custodian responsibilities such as sweeping/mopping/ stripping floors, vacuum carpets, empty wastebaskets, removal of trash, and sanitize restrooms. Maintain gym floors and other special floorings. Maintain building security.
  - May operate a truck mount carpet extractor during summer, teach custodial procedures, and develop training programs.

### **Required Knowledge, Skills and Abilities**

1. Knowledge of custodial programs, program requirements, and practices, including areas of safety, chemicals and cleaning solvents, and the operation of custodial equipment.
2. Working knowledge of bookkeeping procedures and techniques used in budget/expenditure monitoring and records keeping.
3. Demonstrated knowledge and skills of both custodial tasks and general building maintenance.
4. Knowledge of office management techniques and practices. Ability to develop and maintain office records keeping systems, including automated systems. Ability to operate a personal computer.
5. Demonstrated knowledge and skills in typing, composition, grammar, spelling, and public relations.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to work independently without direct supervision. Ability to complete assignments from general instructions or established objectives.
8. Ability to work harmoniously with staff, students, administrators, parents, and the general public.
9. Ability to instruct others and train custodial staff.
10. Good physical condition to perform lifting (up to 75 pounds), floor buffing and other manual labor tasks.
11. Flexibility and willingness to work variable hours as need. Adaptability to work with changing priorities and interruptions.

### **Minimum Qualifications for Class Entry**

1. Graduation from a senior high school or equivalent; and three years of custodial experience.
2. Training or experience in the office clerical field is also required. Any satisfactory combination of experience and education may be substituted.

### **Work Environment**

Part of the time involves work in an office environment. However, working conditions also incorporate those of the custodians, custodial/maintenance coordinators, and custodial technicians which include being on-call 24 hours, 7 days a week and performing manual labor tasks.