

# JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT  
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

\*\*\* PERMANENT DISTRICT EMPLOYEES ONLY \*\*\*

Job #123

September 19, 2019

## CUSTODIAN

Salary \$3215.00 - \$3921.00 per month (Range 235)

### EXAMPLES OF DUTIES

Replaces pencil sharpeners; paints over graffiti; replaces toilet paper dispensers; unclogs sinks and toilets; repairs minor leaks in faucets and flushes valves; sweeps, scrubs, mops, waxes and seals floors; vacuums rugs and carpets; dusts, polishes furniture and woodwork; empties and cleans waste baskets; cleans restrooms; washes windows, blackboards and walls; polishes metal work; maintains all equipment and material; cleans or assists other employees in cleaning kitchens; assists in moving and arranging furniture and equipment and setting up auditorium or classrooms for special events or meetings; makes minor non-technical repairs; replaces lights; adjusts shades or blinds, desks and other furniture; cleans venetian blinds; strips and refinishes floors; may raise and lower flag, unlocks doors and gates; helps maintain building security; sweeps sidewalks; receives and delivers supplies; maintains and marks track and baseball areas; waters areas around school; performs minor repairs on tractor-car-sweeper; and may be required to assume the duties of the Custodian Senior in his absence.

### MINIMUM QUALIFICATIONS:

#### License:

A valid California Driver's license.

#### Knowledge of:

Modern cleaning methods and the preferred methods of cleaning and preserving floors, walls and fixtures; cleaning materials, disinfectants and equipment used in custodial work; and tools and their uses in minor maintenance work.

#### Ability to:

Use simple hand tools and make non-technical repairs; quickly learn the schedules, procedures and use of tools used in custodial work; use common electrical cleaning equipment; read, write and carry out oral and written instructions; and work well with others.

#### Experience:

None required.

#### Education:

Proof of High School Diploma or equivalency. **Person hired will also be required to submit to a physical examination, be fingerprinted, and complete a child abuse index form. (Fees Live Scan - \$32.00, FBI - \$17.00, Child Abuse Index - \$15.00, Social Service - \$10.00 = \$74.00).**

### WORK YEAR/BENEFITS

This is a 12 month, 8 hour per day position at RAMONA HEAD START/STATE PRESCHOOL PROGRAMS. The hours are 2:00 p.m. to 10:30 p.m. Person selected will receive full benefits.

### APPLICATION PROCEDURE

Please apply online via EdJoin.org at <https://www.edjoin.org/Home/DistrictJobPosting/1233438>. The deadline for submitting an application is SEPTEMBER 26, 2019 by 4:00 PM. A test may be given.

A.D.A. REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

# CUSTODIAN

## A.D.A. REQUIREMENTS

### **Physical, Mental and Environmental Demands:**

#### **Physical:**

Standing, sitting, walking level surface, walking uneven slippery surface, stair climbing, reaching, bending, use of both legs; fine coordination, wrist/arm motion, grasping/holding, use of both hands; regularly lift 26-40 lbs., occasionally lift 40 lbs. and up.; regularly carry/push 26-40 lbs., occasionally carry/push 40 lbs. and up; color vision, near vision, use of both eyes, sense of smell, normal hearing, distinguish sounds in transmission, speaking, writing.

#### **Mental:**

Stress of deadlines, normal work standards stress, ability to work with interruption, reading, calculate, perform routine mathematical process, analyze problems and generate alternatives.

#### **Environmental Demands:**

Exposure to sun, occasionally work above ground level (ladders), wetness, dust, vibration, slippery surface, chemicals/cleaning agents, toxic substances/solvents, occasional irregular hours.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

**Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying:** The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p><b>Title IX Coordinator (Nonstudent Issues):</b> Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p><b>Title IX, Title VI, and Title VII Coordinator (Student Issues):</b> Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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