

Magnolia School District

CUSTODIAN/MOT PICK-UP AND DELIVERY PERSON

DEFINITION

Under the daily supervision of the Director of MOTF or District Management, maintains assigned areas of buildings in a clean, sanitary, and safe condition. Picks up and delivers M&O and district supplies; participates in a variable work schedule.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

Custodian:

- Sweeps, scrubs, waxes, and polishes floors;
- Dusts, cleans, and polishes furniture, woodwork, and fixtures;
- Empties and cleans waste receptacles;
- Cleans whiteboards, washes windows and walls;
- Vacuums carpets; moves and arranges furniture;
- Operates scrubbers, buffers, vacuum cleaners, and other related custodial equipment;
- Performs non-technical repairs to buildings and equipment;
- Participates in the cleaning of buildings and grounds;
- Locks and unlocks doors, gates, windows, storerooms and secures facilities;
- Performs other related duties as assigned.

Pick-up/Delivery:

- Delivers district supplies to all sites, including but not limited to mail, textbooks, supplies, and kitchen supplies. As needed, picks up Maintenance and Operation supplies from outside vendors.

Flexibility:

- This individual has flexible work hours.

LICENSE REQUIRED

- Possession of a valid California Motor Vehicle Operator's license.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current cleaning methods, including preferred methods of cleaning floors, carpets, walls, and fixtures;
- Custodial materials and equipment.

Ability to:

- Use cleaning materials and equipment with skill and efficiency;
- Perform heavy physical labor;
- Understand and follow a work schedule;
- Understand and carry out oral and written instructions;
- Establish and maintain effective and harmonious working relationships with school staff; fellow employees, supervisors and the public;
- Follow safe work practices;
- Follow safe driving practices;
- Work with concept of flexible work hours;

- Ability to communicate effectively with a variety of District department employees and clients;
- Ability to self-manage flexible scheduled task.
- Ability to represent the district in a professional manner when in contact with outside vendors.

Experience:

- Some custodial experience is preferred;
- Some experience in customer/client relations and communication.

Education:

- High school diploma or equivalent;
- Post-secondary Education – Preferred;
- Pass a rigorous District test related to the field applied.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee’s primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 33
 Revised: 4/10/14; 3/19/15; 6/29/16
 Approved: 04/2017

EQUAL OPPORTUNITY EMPLOYER
