



William S. Hart Union High School District
Personnel Commission - Classified Employment

Substitute Custodian

OPEN CONTINUOUS

Released: April 27, 2018

THE POSITION:

William S. Hart Union High School District is accepting applications for **Substitute Custodian** positions. Substitutes are called to work on an as-needed basis. Shifts are 8 hours per day and may be day or swing shift. Salary: \$13.51 per hour. Salary will increase if long-term status is achieved.

MINIMUM QUALIFICATIONS: One year of custodial experience. Please refer to Pages 2 through 3 for complete job description.

APPLICATION DEADLINE: **(OPEN CONTINUOUS)**

EXAM PROCESS:

Qualifications Appraisal Interview (QAI): Applicants meeting the minimum qualifications will be invited to a QAI as hiring needs arise. Invitations to the QAI will be emailed from mailbot@applitrack.com. **Please update your email account to allow email from this sender.**

APPLICATION INSTRUCTIONS: All applicants must apply online at www.applitrack.com/hartdistrict/onlineapp. From the home page, go to the "External Applicants" section and select "Start an application for employment." If you have previously submitted an online application, select "Log-in" to access your saved application. Follow the steps as directed. On the "Vacancy Desired" section, select **Job ID #1676** (Substitute Custodian). Applicants submitted without a Job ID# will not be routed appropriately and will not be accepted. You will receive a confirmation email once your online application has been received.

ALL APPLICANTS:

A qualifying QAI score must be achieved in order to be placed on an eligibility list. Ranking on a list is determined by scores attained plus any applicable veteran's points. As part of your rights, Merit Rule section 2.14.C, Review and Appeals of Examination states, "if a candidate wishes to protest any part of the examination, the protest must be submitted in writing to the Classified Personnel Director during the five (5) day review period". The review period is the days following notification of your test results. Please review this section in the rules for additional details. If you have any questions, please contact the Personnel Commission Office at 661-259-0033, ext 410.

The William S. Hart Union High School District Personnel Commission is committed to equal employment opportunity for all individuals. District employment shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. Reasonable accommodation in the testing process will be provided to all applicants with disabilities. Persons needing reasonable accommodation, please notify the Personnel Commission Office at 661-259-0033, ext. 410 at least 48 hours prior to the QAI.

William S. Hart Union High School District**Position Description**

Position: Custodian	
Job Family: Maintenance and Operations	FLSA: non-exempt
Approved by: Personnel Commission, December 9, 2009	

Summary

Under the direction of the principal or assigned administrator, performs custodial cleaning, disinfecting, light maintenance and minor repairs of school site classroom, multi-purpose room, office, grounds, and related facilities. Work direction, oversight, and guidance are received from a Lead Custodian or Plant Manager. General direction, supervision, and evaluation are provided by an assigned administrator.

Distinguishing Career Features

The Custodian is a service level position. In addition to demonstrating the competencies and abilities required of the position, the Custodian must work cooperatively and productively with a diverse population of internal and external customers. Within this classification, opportunities exist to serve on off-hour shifts. Advancement potential to Lead Custodian exists based on need, incumbent's compliance with the stated qualifications, and the ability to lead a small team on regular shifts and special projects.

Essential Duties and Responsibilities

- Cleans, dusts, and disinfects restrooms including floors, stalls, toilets, urinals, and fixtures. Removes trash and waste. Cleans trash receptacles and replaces liners. Replenishes soap, towel, and toilet paper dispensers.
- Cleans public entry and use areas including, but not limited to hallways, stairways, and meeting rooms. Cleans and disinfects drinking fountains, door handles, and door push plates.
- Sweeps and mops hard floors and baseboards, spot cleaning as necessary and wet mopping on a regularly scheduled basis. Vacuums and spot cleans carpeted areas.
- Performs regularly scheduled cleaning of classroom, laboratory, and office areas including, but not limited to furniture, fixtures, and boards.
- Maintains safe and clean walkway and grounds surrounding the assigned area. Picks up litter. Empties and cleans outdoor trash.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements. Participates with others to assemble furniture, removing from and properly disposing of packaging materials.
- Participates in set up and take down of seating and equipment for events, which may include theater, athletic fields, multi-purpose room and/or gymnasium use. Sets up special equipment such as barriers, benches, bleachers, floor mats, and other equipment.
- Participates in major cleaning projects that include, but are not limited to, carpet cleaning and floor stripping and refinishing.
- Secures internal and external entry and exit doors, ensuring that windows and lights are locked and off.
- Makes sure that secondary containers for cleaning and other products are properly labeled, and that Material Safety Data Sheets (MSDS) for assigned area(s) are up to date.
- Documents work activities and unanticipated occurrences.

- Inspects equipment used on a regular basis for function and required servicing. Makes minor repairs and arranges for complex repairs.
- May deliver mail, parcels, and other materials to and from District sites or within school site.
- Performs other duties as assigned that support the objectives of the position.

Qualifications

Knowledge and Skills

- Basic knowledge of the methods, materials, tools and equipment used in custodial care and routine facilities maintenance.
- Basic knowledge of work hazards, safety techniques, lifting procedures, and handling of materials that may include waste and bloodborne pathogens.
- Some knowledge of chemical reactions and proper safety precautions for use.
- Basic knowledge of building and plumbing repairs.
- Sufficient reading and writing ability to read work instructions and document work activity onto standardized forms.
- Sufficient human relations skill to exercise courtesy when dealing with others.

Abilities

- Requires the ability to perform all essential duties of the position with general supervision.
- Observe all safety precautions and procedures.
- Perform routine maintenance tasks and to determine when to refer more complex maintenance requirements to a supervisor.
- Operate and maintain tools and equipment.
- Follow oral and written directions and read MSD sheets.
- Work independently and collaboratively.
- Learn and apply District policies and procedures within a reasonable period of time.
- Obtain materials awareness.
- May require the ability to perform work assignments on varying shifts.

Physical Abilities

- Function effectively indoors and outdoors engaged in work of primarily an active nature.
- Near visual acuity to write, to read directions and product labels, and to observe environmental conditions.
- Sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly.
- Manual and finger dexterity to write and to clean and make minor repairs.
- Lift (from overhead, waist and floor levels, max. 50 lbs.), carry (max. 75 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment.
- Stand and walk for extended periods of time.

Education and Experience

One year of custodial experience.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and handling of materials that include waste and bloodborne pathogens.