



CASTAIC UNION SCHOOL DISTRICT

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN (1 Position)

LIVE OAK ELEMENTARY SCHOOL

8.0 hours per day / 2:30 pm – 11:00 pm / 12 months per year
(Note: Day shift 6:30 am – 3:00 pm when schools are on break)
Salary: Range 15, Step 1, \$2,849 per month

OPENING DATE: March 12, 2019

CLOSING DATE: March 25, 2019 by 4:00 p.m.

CLASS DEFINITION:

Under the supervision of the Maintenance and Operations Management with supplemental direction from the site administrator, the custodian maintains assigned school buildings, and related facilities to provide the students an attractive, safe, clean environment in which to learn, play, and develop.

QUALIFICATIONS:

1. Must successfully complete a pre-employment medical examination and be free of communicable diseases. Must meet district and state standards for physical and mental health.
2. Equivalent to completion of high school supplemented by specialized trainings in custodial or housekeeping functions.
3. Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable.

LICENSES OR CERTIFICATES

Possession of a valid California driver's license.

PERFORMANCE RESPONSIBILITIES:

1. Maintains and cares for assigned District worksites and equipment. Keeps buildings and premises, including walkways and entrances neat and clean at all times.
2. Sweeps walkways, driveways, stairway, and parking areas, as appropriate.
3. Sweeps, mops and vacuums classrooms and dusts furniture per assigned schedule.
4. Cleans, scrubs, and disinfects restrooms, polishes metal work, cleans sinks, mirrors and other restroom fixtures and drinking fountains daily.
5. Washes all windows inside and outside at least twice annually or more frequently when necessary.
6. Keeps floors clean, attractive, and in a good state of preservation.
7. Cleans all whiteboards per assigned schedule.
8. Cleans cafeteria floors, tables, and benches daily.
9. Performs minor maintenance and repairs to building and fixtures. Replaces defective light bulbs. Promptly reports to the Maintenance and Operations Management those more extensive repairs which are beyond the capability of the custodian.
10. Empties and cleans trash cans. Picks up paper.
11. Maintains custodial supplies and equipment in proper working condition.
12. Moves furniture and equipment within and between buildings as required for various activities as directed by the Site Administrator.
13. Assumes responsibility during assigned work hours for opening and closing the school building(s) each day and for determining, before leaving, that all windows and doors are closed and all lights and electrical devices except, those left on for safety or security purposes, are turned off.

14. Remains on the school premises during school hours and during non-school hours when the building is in use and his/her presence is requested by Maintenance and Operations Management, the Principal or designee.
15. Report immediately to the Maintenance and Operations Management any observed damage or vandalism involving school property.
16. May cross-train in other general maintenance and/or groundskeeping functions according to the needs of the District.
17. Performs other related duties as required.

PHYSICAL DEMANDS:

Incorporated within one or more of the Performance Responsibilities of this job description are the following essential physical requirements. The applicable number from the chart below best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

- | | |
|---------------------------|--------------------------------|
| 1. Seldom = Less than 25% | 3. Often = 51 to 75% |
| 2. Occasional = 26 to 50% | 4. Very Frequent = 76% & Above |

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 1 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, sit, stoop, kneel, push, pull, and crawl.
- 3 g. Ability to lift 50 lbs.
- 3 h. Ability to carry 50 lbs.
- 4 i. Ability to reach in all directions.
- 4 j. Able to exhibit full range of motion for:
 - Shoulder external rotation and internal rotation
 - Shoulder abduction and adduction
 - Elbow flexion and extension
 - Shoulder extension and flexion
 - Back lateral flexion
 - Hip flexion and extension
 - Knee flexion and extension
- 4 k. Able to demonstrate manual dexterity necessary to operate a computer and other equipment in a safe and efficient manner.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Position Environment: Work is typically performed in a school district environment; school buildings and grounds; travel from site to site; mostly includes night work. The work environment is moderately noisy.

Exposures, Risks and Hazards: While performing the duties of this classification, an employee is exposed to childhood and infectious diseases, demanding time lines, constant interruptions, and the normal risks and hazards of operating computer-related and other types of equipment.

Application Forms Available at www.castaicusd.com

In accordance with Public Law 99-603 (U.S. Immigration and Naturalization Service), we wish to give all applicants this preliminary advice: PL 99-603 requires that all employees hired after November 6, 1986, provide proof of work eligibility and, therefore, we are asking that applicants be prepared to provide appropriate documentation which establishes their right to work in this country. The Castaic Union School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices. This non-discrimination regulation covers admission and access to, and treatment and employment in, the District's programs and activities. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the district's grievance procedures, may be directed to: Title IX (or sex equity) Coordinator and Section 504 (or disability) Coordinator, Steve Doyle, Superintendent, Castaic Union School District