



JOB DESCRIPTION

JOB TITLE: CUSTODIAN II - District Office

Position Type: Classified	Department: Facilities
Salary Schedule: Classified	Reports to: Facilities Coordinator
Salary Range: 15	
Term of Employment: 12 months	Date: October 26, 2016
Shift: Day/NIGHT	Approved by: Human Resources

POSITION SUMMARY:

Maintain district office buildings and grounds to provide a safe and clean environment for students, staff and the public.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Custodial duties as assigned which include: Cleaning of bathrooms, dusting furniture and equipment, windows, doors, vacuuming floors, and disposes of trash.
- Strips and waxes floors; shampoos rugs and carpets.
- Sets up/breaks down chairs, tables and other furniture for meetings or other events as assigned by supervisor.
- Confers with supervisor on regular basis, discussing work processes, incidents, problems and plans, and receiving advice, counseling and instruction.
- Reports to supervisor regarding repairs or replacement of items needed in various offices.
- Relates and communicates positively with district office staff.
- Assists District crew during recess periods (Winter and Spring breaks) with general maintenance/custodial duties.
- Performs minor repairs on various items examples: toilets, sinks, water fountains, electrical outlets and switches, ballasts, lights, doors, hinges, door closures and hardware.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Able to work a flexible schedule, which may include weekend work.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to operate specific equipment or tools.
- Skill in repair and maintenance of a variety of devices, fixtures, equipment and facilities

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must not have accrued six (6) points against driver's license within the past three (3) years.

EDUCATION AND/OR EXPERIENCE:

- Less than high school education.
- Up to one month related experience or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Regularly required to lift and/or move more than 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually loud.
- The employee frequently works near moving mechanical parts.
- The employee occasionally works in high, precarious places and in outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.