



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **CUSTODIAN II – Satellite Kitchen**

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

POSITION SUMMARY:

Keeps working areas in school district facilities clean and provides students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop by cleaning kitchen, dining areas, rooms, corridors, fixtures and equipment; sets up for meetings or events.

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:

- Keeps buildings and premises neat and clean at all times.
- Lifts and carries boxes and containers of food and cafeteria supplies.
- Mops and scrubs floors and other surfaces in cafeteria, polishes floors with electric buffer.
- Checks and replaces light bulbs and lighting fixtures.
- Disposes of trash.
- Washes windows.
- Replaces and maintains cafeteria supplies.
- Sets up chairs, tables and other furniture in rooms for meetings or other events.
- Moves furniture and equipment from one location to another.
- Confers with supervisor on regular basis, discussing work processes, incidents, problems and plans, and receiving advice, counseling and instruction.
- Assists District crew during recess periods (Winter, Spring, and Summer breaks) with general maintenance/custodial duties.

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 effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- 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 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.
- Must occasionally 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.