

New Hire Part Time Custodian Orientation Test

Print Name: _____ Employee ID#: _____

Date of Hire: _____ School/Facility: _____

Please mark "T" for true, "F" for false, or the correct letter option for the following questions:

1. The background check done at Human Resources costs \$60.00 _____
2. You should verify that the time you put on your time card is true and accurate _____
3. As a part-time employee you will be paid on the 15th of each month _____
4. If you are ill and need to miss a work shift, you need to call the principal of your school _____
5. Your Head Custodian can provide you with a District Classified Agreement from the DSD web page if you need questions answered _____
6. If you have a question about any part of this orientation you should ask another part-time custodian for help _____
7. You should not watch TV during your cleaning shift nor have friends or family in the building with you _____
8. You will be asked to study a color-coded map of the building and the area for which you will be responsible _____
9. By signing the employee Acceptable Use Agreement you agree not to misuse computers in the school _____
10. You will return the building key to the key drop at the end of each shift _____
11. You may loan your building key to any teacher who has forgotten theirs _____
12. For the security of your building, you must check all doors and windows _____
13. When you are hired you are on a one-year provisional status _____
14. All part-time custodians work during the summer months _____
15. You may have no time off two weeks prior to the start of school _____
16. If there are cleaning problems you must leave a note for the principal _____
17. The area for which you are responsible may be inspected by : _____
a) the Head Custodian **b)** the Principal **c)** the District Custodial Coordinator **d)** any of all of the above
18. If you receive a minor injury on the job you may: _____
a) go to any hospital facility nearest your employment **b)** go to the specific emergency/hospital facility posted in the Head Custodian's office **c)** call your parent to come to the school
19. You must attend an asbestos training class within: _____
a) Two weeks of employment **b)** One year of employment **c)** 90 days of employment **d)** 60 days of employment
20. The Hazardous Communications S.D.S. Book is located in: _____
a) the receiving area **b)** the Principal's office **c)** the kitchen **d)** the Head Custodian's office
21. If you have a life-threatening or limb-threatening injury on the job, you may go to the nearest hospital or emergency facility for treatment _____
22. You will receive at least six evaluations from the head custodian at your school during a one-year period _____
23. Federal law stipulates that you must be trained on how to use the Hazardous Communications Booklet and S.D.S. sheets _____
24. False complaints of sexual harassment will result in corrective disciplinary action against the accuser _____
25. Under no circumstance should you combine a chemical with another chemical _____
26. You must at all times protect yourself against blood-borne pathogens such as hepatitis and HIV virus _____
27. Always remove a lock-out or tag-out of another department or another employee to help make their job easier
28. When a fire alarm goes off at your school during your shift you should: _____
a) call the Head Custodian **b)** call the Principal **c)** call the fire department **d)** call the District Security office immediately
29. As a part-time custodian you will be asked to learn about: _____
a) Classroom basic cleaning expectations **b)** restroom basic cleaning expectations **c)** hallway basic cleaning expectations **d)** all of the above

Employee's Signature: _____ Date: _____

Please send a copy of this test to Custodial Services at your earliest convenience.