

Twin Hills Union School District

Position Announcement

CUSTODIAN

Substitute, as needed, up to 8 hours per day

The Custodian is under the supervision of the District Maintenance Director and Superintendent and is evaluated by the District Maintenance Director. The Custodian performs general custodial services on a substitute, on-call basis. This position requires a valid California Drivers License, a physical and fingerprint clearance.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
- **Knowledge of:**
 - English in written and verbal form
 - Principles of sanitation and safety procedures
 - School cleaning methods, hygiene, materials, and equipment operation
 - Proper use of chemicals and other cleaning agents (MSDS)
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Exercise good judgment, use discretion, maintain confidentiality
 - Demonstrate good mental, emotional and physical health
 - Establish and maintain effective relationship with school staff and students
 - Perform minor building maintenance and repair work, operating power and manual equipment safely
 - Follow instructions and keep records as required
 - Be self motivated, prompt and efficient in performing duties
 - Be flexible in order to respond and perform non-routine work in a pleasant and positive manner
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on a regular basis and in excess of seventy-five (75) pounds with assistance.
 - See physical job requirements on page 2, *Essential Job Functions*

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Responsible for classrooms having sufficient supplies and that sinks and light fixtures are operating properly
- Additional disinfecting may be required due to public health issues
- Clean and maintain assigned areas to be safe and sanitary
- Report conditions, violations of regulations or unusual circumstances that might be hazardous to the public, students, or employee safety
- Open buildings as needed, disarm alarm
- Check for vandalism
- Check for and clean graffiti
- Conduct a daily safety check of all assigned areas
- Lock all doors and windows daily, set alarm system
- Secure campus if last custodian of the day
- Pick up litter including eating areas, emptying trash daily
- Move furniture, equipment, and supplies
- Perform minor carpentry, plumbing, and mechanical services as required
- Clean windows, window sills, window coverings (blinds), doors, floors, carpets, ceilings, and unobstructed counter tops as time allows
- Follow accepted principles, practices, rules, and regulations of the district
- Ability to work both independently and in a group situation depending on the task
- Other related duties as assigned

Typical routine daily cleaning (not all inclusive):

- 1.0 Classrooms – clean classrooms as assigned.
Daily cleaning includes emptying trash, light dusting, emptying pencil sharpener, sweeping or vacuuming floors (mopping or removing spots when necessary), check/fill paper towel and soap dispensers, and vacuum chalk trays and clean chalkboards/whiteboards (scheduled time is 20 to 25 minutes for these duties per room). Vacuum bag should be emptied daily.
Periodic cleaning to maintain the classrooms in “tip-top” shape must schedule time on a weekly or every two week basis to clean sinks, wipe down counter-tops, clean area where lunches are stored (walls/floors), and wipe door around handle.
Monthly cleaning of the windows should be planned for every other month in the fall and spring and once during the winter.
- 2.0 Restrooms – cleaning student and adult restrooms. Includes cleaning and disinfecting toilets, urinals and sinks; mopping and disinfecting floors; filling paper towel, toilet paper, seat protector and soap dispensers and emptying sanitary napkin dispensers; cleaning mirrors and walls periodically on a routine basis or when needed. Gloves must be worn and cleaning supplies must be used properly and safely according to directions.
- 3.0 Drinking Fountains – clean assigned outside drinking fountains daily.
- 4.0 Faculty Rooms – wipe off tables and counters (not responsible to wash dishes); vacuum floor; fill paper towel and soap dispensers.
- 5.0 Office Areas – vacuum floor, wipe down sink and countertop, dust window sill and mini blinds and wipe down door.
- 6.0 Grounds – pick up litter daily or when passing by.
- 7.0 Alarm – arm and disarm system as required. Lock gate(s) if last custodian on duty.

- 8.0 Other General Duties Include: setting up the MUR for functions (chairs, tables, stage, choral risers, etc.) and taking down after the function; wishing windows and walls; maintain work areas and custodial cart in a neat and orderly manner.
- 9.0 Other duties as assigned.

Typical duties on non-student days including maintenance-type projects and grounds keeping (not all inclusive):

- 1.0 Cleaning, shampooing and extracting carpets, may involve moving furniture.
- 2.0 Stripping and waxing of hard surfaces.
- 3.0 Washing windows, walls, etc.
- 4.0 Maintenance-type projects: Completion of or assisting with general maintenance when needed, may include painting, pouring concrete, building shelves, etc.
- 5.0 Grounds keeping: When needed to fill-in or during times of preparation for events may include mowing, raking, edging, weed eating, field and sprinkler repair, planting, watering, pruning, cleaning gutters, keeping ground level drains open.

PAY SCALE - CLASSIFIED:

- Range – H 0-12 months
- Range – J 12+ months
- Range S-2/5 Substitute

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Constantly, throughout work shift. Distance may vary three to five miles daily depending on task and specific site assigned.
- **Sitting:** Occasionally; during breaks and lunch only.
- **Lift/Carry:** Frequently, 1-10 pounds; supplies, trash, carry up to 100 yards. Occasionally 11-75 pounds while moving equipment, heavier supplies and larger bags of trash, carry up to 20-30 feet. Often has assistance with lifts above 50 pounds.
- **Push/pull:** Frequently; using both hands and arms while using buffers, mopping/dust mopping, moving furniture and materials exerting a force of 15 to 35 pounds. Occasionally exerts push/pull force up to 60-75 pounds while moving furniture, filing cabinets, etc.
- **Climbing/balancing:** Seldom; ladders up to a distance of 12 feet while cleaning upper areas or changing lights.
- **Bending/twisting:** Frequently-Constantly, with forward flexion at waist while vacuuming, sweeping/mopping and cleaning toilets/sinks, side-to-side twisting at waist and flexion/extension of neck throughout work shift.
- **Kneeling/crouching:** Seldom; may be required while cleaning lower areas, retrieving supplies from lower shelves.
- **Hands/arms:** Frequent-Constant use in forward reaching/handling/simple & power grasping/fingering while operating equipment, wiping and cleaning surfaces and while using hand tools and other cleaning equipment. Occasional overhead reaching required.
- **Sight:** Constantly; in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand/eye coordination required in operation of equipment and tool use.
- **Speech/Written Communication:** Frequently; to interact with co-workers, teachers, supervisors and students and record data.

Mental

- Must be able to work independently and follow through on all work as assigned.
- Must be able to communicate with co-workers and supervisor and establish/maintain effective working relationships with students, staff, district personnel and the public.
- Must be able to read, write and speak English, follow an assigned work schedule and perform some basic mathematical calculations.

Work Conditions

- **Location:** 90% indoors, climate controlled. 10% outdoors while dumping trash, removing debris from building. Custodians are on 12-month assignments. During summer months, major cleaning of school buildings is required, including stripping/waxing floors, high cleaning, high dusting and working from ladders. Work is more physical during summer months.
- **Hazards:** Moving equipment, slippery surfaces, exposure to electric shock, bio-hazards, and cleaning chemicals.
- **Equipment used:** Hand & power tools: floor scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, mops, dust mops, brooms, other cleaning equipment and supplies.
- **Safety equipment:** Gloves and other PPE (personal protective equipment) as required by District policies.

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application (available in the district office, address below)
- Current employees may submit a letter of interest in lieu of an application which should include their qualifications
- A minimum of two letters of recommendation written within the last 12 months which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to “know” you during the paper screening process

**Application Materials should be submitted to Anna-Maria Guzman, Ed.D., Superintendent at the following address:
Twin Hills USD, 700 Watertrough Rd, Sebastopol, CA 95472**

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted by phone or email
- **Open Until Filled**