



Hawthorne School District

14120 Hawthorne Blvd., Hawthorne, CA 90250
(310) 676-2276 FAX (310) 676-5174
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CLASSIFIED EMPLOYMENT OPPORTUNITY SUBSTITUTE CUSTODIAN

Schedule: On-call-as-needed

SALARY: \$21.07/Hour

DEADLINE TO APPLY: CONTINUOUS

MAJOR DUTIES AND RESPONSIBILITIES:

- To maintain an assigned school facility, group of buildings, or office space in a clean, orderly and secure manner following a predetermined schedule.
- Sweeps, mops, strips, waxes and seals floors.
- Dusts, washes, and polishes furniture and woodwork.
- Empties and cleans waste receptacles, including trash barrels.
- Cleans restrooms, locker rooms and showers.
- Washes windows and walls, polishes metalwork and cleans chalkboards.
- Replaces light bulbs and lighting tubes.
- Cleans window coverings, such as drapes and blinds.
- Picks up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities.
- Sweeps concrete surfaces adjacent to the school buildings.
- Performs emergency cleanup service resulting from breakage, vandalism, spilling and illness.
- May raise and lower flags, lock and unlock gates and doors, and set security systems.
- Assists in receiving and distributing supplies and equipment.
- Moves and arranges furniture and equipment in preparing multipurpose rooms or classrooms for special events or meetings.
- May perform minor maintenance tasks in keeping assigned areas safe and operational.
- Assists in reporting and preventing facility vandalism.
- Performs other related duties as required.

QUALIFICATIONS/REQUIREMENTS:

- Equivalent to the completion of the twelfth grade. **(Must submit copy of high school diploma or G.E.D.)**

Persons interested in applying and being interviewed for the position of Substitute Custodian, must complete a **Classified Employment Application form** and forward it to the Hawthorne School District Human Resources Office. Oral interviews will be scheduled thereafter. Applications may be obtained by contacting the Classified Personnel Manager, Glinda Medina, at (310) 676-2276 or on the District website at: www.hawthorne.k12.ca.us.

WE RESERVE THE RIGHT TO REOPEN, READVERTISE, DELAY, OR CANCEL LISTING OF THIS POSITION

Hawthorne School District Is An Equal Opportunity - Affirmative Action - Title IX Employer

The Hawthorne School District desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Hawthorne School District prohibits employees from discriminating against or harassing any other employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.