



OPERATIONS ASSISTANT

DEFINITION:

Under general direction performs general and varied warehouse, custodial, grounds, maintenance, and food service delivery work; does other related work as assigned. May require daytime and evening work assignments.

DUTIES:

Warehouse:

Assists in receiving materials, equipment and supplies; load and distribute to various sites; process and fills requests for warehouse stock pick ups and delivers as required; assists in taking inventory; pick up and deliver lunches, milk and mail; engrave equipment for district inventory control; maintains clean and safe work environment; perform minor custodial services in warehouse; inspects shipment for conformity to purchase order specifications; may assist and substitute in food services program.

Custodian:

Sweeps floors and vacuums carpets; dusts and polishes furniture and woodwork; empties and cleans waste receptacles; cleans rest rooms; washes windows and walls. Cleans boards; polishes metal work; moves and arranges furniture and equipment for special events, meetings, and track changes. Replaces light bulbs; scrubs, disinfects, seals, and polishes floors; shampoos carpets; does periodic deep cleaning; performs minor maintenance tasks such as installing pencil sharpeners, repairing furniture, painting, etc.; inspects buildings and grounds for damage, needed repairs, security and safety hazards; reports results of inspections to the appropriate site and/or district personnel; orders custodial supplies as required; performs related duties as assigned. May do basic upkeep of grounds including watering and operation of water systems, safe storage of trash and waste; maintain playground balls and P.E. materials; and complete work orders.

Grounds:

Cuts, edges, trims and prunes landscaped areas; prepares and fertilizes soil and small plants, lawn areas, trees, shrubs, hedges and flowers; hoes, weeds and rakes lawns; inspects and repairs irrigation system; sweeps and picks up paper and other debris from walks and driveways; waters various ground areas by hand or by operating the sprinkler system; assists in moving and arranging bleachers, furniture, and equipment for special events; may transport luggage to/from camp; loads and drives trucks with grounds keeping equipment, trimmings and trash; under supervision, applies pesticides and herbicides; hauls sand, dirt, sawdust, and straw ; performs routine duties involved in erecting and repairing fences, resurfacing asphalt, mixing and pouring cement, and

installing athletic equipment; preventative maintenance and upkeep of vehicles and equipment; periodic heavy maintenance and cleaning of school district property.

Maintenance:

To provide support services in basic trades such as carpentry, painting, electrical, plumbing, heating or the like; assists in the construction, installation and maintenance of roofs, furniture, fences, playground equipment, cabinets, shelving, boards, and bulletin boards; may assist in the installation or repair of gas and water lines; may repair and install doors and window glass; installs, adjusts, repairs and maintains electrical equipment; replaces and repairs ceiling and floor tiles; assists in the installation of the door locks.

Food Service Delivery:

Receives, loads, unloads, delivers and retrieves food, supplies, materials and equipment for the food service program and other programs as needed; operates district vehicle(s); ability to operate forklift; retrieves deposits from sites and delivers to the bank on a daily basis; obtains Daily Transport Records/Requisitions from prior day; fills food and supply orders; assists in inventory process; cleans thermal bags, racks, and other food service items; refuels district vehicle and maintains district vehicle(s) in clean and good working order; reports any malfunctions of district vehicle for appropriate maintenance/repair; ensures tools and equipment are properly cleaned, maintained, stored and received; assists in preparation of food as needed; and other duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- basic methods, materials, equipment and tools used in grounds keeping, custodial and maintenance work
- methods, materials and equipment used in custodial, grounds keeping, and light maintenance work
- safe and efficient procedures for truck loading/deliveries
- proper methods of storing and recording merchandise
- safe methods for carrying and lifting heavy loads
- safe working methods, procedures and practices

Ability to:

- safely use hand and power tools common to grounds and maintenance work
- perform routine and minor repairs or maintenance to tools, vehicles, and equipment
- perform moderate to heavy physical labor including lifting up to 55 pounds in the moving of equipment, materials and supplies
- understand and follow written and oral directions
- maintain a good driving record and qualify for District vehicle insurance coverage
- obtain a fork lift operator's certificate
- obtain a food handler's license
- maintain school buildings in a safe, clean and orderly condition

- demonstrate good judgment and common sense
- make accurate mathematical calculations
- maintain records and be able to make complete and concise reports
- of health and safety procedures
- basic heating and air conditioning
- establish and maintain cooperative working relationships

Experience:

- experience in grounds, maintenance, custodian, deliveries or related work is preferred

Education:

- equivalent to the completion of the twelfth grade
- additional training in building maintenance preferred

License Required:

- possession of a valid California Motor Vehicle Operator's license

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to vibration.

The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderate to loud.

Range: 10