



## **EL TEJON UNIFIED SCHOOL DISTRICT**

Rodney Wallace  
Superintendent

### **CLASSIFIED JOB OPENING**

**POSITION:** Custodian  
3 3/4 hours per day, p.m. shift  
12 months

**LOCATION:** El Tejon School

**SALARY RANGE:** #8 \$11.81 to \$14.52 per hour

**SELECTION PROCESS:** Qualifications and suitability for the position will be assessed in an oral interview.

**PRE-EMPLOYMENT PHYSICAL EXAMINATION:** Your appointment is not assured until you have passed this physical.

**PRIMARY FUNCTIONS AND QUALIFICATIONS:** See Job Description in School Offices

**APPLICATION PROCEDURE:** Interested personnel should submit an application and resume to Rodney Wallace by Thursday, December 10, 2015.

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*P. O. Box 876 - Lebec, California 93243 - (661) 248-6247 - (661) 248-6714 FAX*  
e-mail: [district@el-tejon.k12.ca.us](mailto:district@el-tejon.k12.ca.us)

# El Tejon Unified School District

## **CUSTODIAN Job Description**

### **JOB SUMMARY:**

Under the supervision of the School Principal and the Director of Maintenance, Operations and Transportation, or designee, to keep assigned buildings clean and orderly; to keep school grounds clean; and to do other work assigned, as well as other related duties as assigned.

### **REQUIRED QUALIFICATIONS:**

Knowledge of: Materials, disinfectants, equipment and methods used in custodial work.

#### Ability to:

Learn to use cleaning equipment and materials with skill and efficiency.

Learn to use tools in minor maintenance work.

Learn safe work practices.

Understand and carry out oral and written directions.

Work effectively in the absence of supervision.

Establish and maintain cooperative working relationships with those contacted in the course of work.

#### Experience and Training Guidelines:

Qualifications include any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience: Some custodial experience is desirable.

Training: Formal or informal training which provides the ability to read and write a level necessary for successful job performance.

License: Possession of an appropriate, valid California driver's license.

### **ESSENTIAL FUNCTIONS OF THIS POSITION:**

1. Sweep, mop and wash floors, vacuum and clean rugs and carpets;
2. Dust, wash and polish furniture and woodwork; polish metal work;
3. Empty and clean waste receptacles;
4. Clean erasers and blackboards; empty pencil sharpeners;
5. Clean grounds and courts of buildings, clean other outdoor areas;
6. Clean drinking fountains;
7. Make minor, non-technical repairs including replacing light bulbs and fluorescent light tubes, replacing audio-visual equipment lights;
8. Lock doors and windows; maintain tight security of school property at all times;
9. Observe assigned areas to prevent vandalism;
10. Report needed repairs to immediate supervisor;
11. Assist in moving arranging and setting up furniture and equipment for special events and meetings;
12. Order custodial supplies for the assigned site;
13. Raise school flags;
14. Clean lunch tables and adjacent areas.
15. Maintain confidentiality on school-related matters.

**CUSTODIAN JOB DESCRIPTION**  
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16. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

- 1 = Seldom = Less than 25 percent                      3 = Often = 51-75 percent  
2 = Occasional = 25-50 percent                      4 = Very frequent = 76 percent and above

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.  
4 b. Ability to stand for extended periods of time.  
4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.  
2 d. Ability to hear and understand speech at normal levels.  
4 e. Ability to communicate so others will be able to clearly understand a normal conversation.  
4 f. Ability to bend and twist, push and pull, stoop, kneel, crawl.  
2 g. Ability to lift 50 lbs.  
2 h. Ability to carry 50 lbs.  
4 i. Ability to reach in all directions.  
1 j. Ability to work at heights.  
1 k. Ability to ascend and descend ladder.

**OTHER RELATED FUNCTIONS OF THIS POSITION:**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**SALARY RANGE:**

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