

**ORCUTT UNION SCHOOL DISTRICT  
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street  
Orcutt, CA 93455  
(805) 938-8900

Classified application available @ [www.orcutt-schools.net](http://www.orcutt-schools.net)

**May 2, 2022**

- POSITION:** Head Custodian (Day shift)  
12-month position  
8.0 hours daily
- SALARY:** \$3,278 - \$4,182 per month
- QUALIFICATIONS:** See job description
- TO APPLY:** Submit a resume, an application (if one is not already on file) and a letter of interest stating your qualifications and experience to Susan Salucci, Assistant Superintendent/ Human Resources, Attention: Classified Personnel, 500 Dyer Street, Orcutt, CA 93455
- APPLICATION DEADLINE:** Applicants must follow the above instructions to be considered.  
May 13, 2022, 4:00 pm
- INTERVIEWS:** Selected applicants will be notified

*Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.*

**General Requirements upon Offer of Employment**

*The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States*

*Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.*

*State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.*

*The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in the educational programs or activities which it operates.*

**\*\*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER\*\***

# ORCUTT UNION SCHOOL DISTRICT

## CLASS TITLE: CUSTODIAN, HEAD

### BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of custodial duties and assure the maintenance of an assigned school site in a clean and orderly manner; coordinate and prepare work for night custodial.

### REPRESENTATIVE DUTIES:

Coordinate and participate in custodial activities at an assigned school site to assure the maintenance of classrooms, restrooms, office and other areas in clean and orderly condition. **E**

Coordinate and prepare work schedules for night custodians to assure the timely and efficient completion of night custodial activities; provide work direction and guidance to night custodians as assigned. **E**

Sweep, scrub, mop and wax floors; vacuum rugs and carpets in classrooms, offices and other assigned areas; wash windows, chalkboards and walls. **E**

Dust and polish furniture and woodwork; clean and wax desks. **E**

Empty and clean waste receptacles and pencil sharpeners; pick up paper and other debris from grounds and buildings. **E**

Clean restrooms including floors, walls, fixtures, appliances and mirrors; restock supplies; polish metal fixtures; clean drinking fountains. **E**

Move, adjust and arrange furniture and equipment; set up cafeteria and classrooms for daily functions, special events and meetings. **E**

Inspect heating, electrical, boiler and water equipment to assure proper operation; perform minor adjustments and routine servicing of equipment. **E**

Perform minor non-technical repairs to buildings and fixtures; replace lights; clean and adjust shades and blinds; inspect buildings and grounds for damage or repair needs; report repair and maintenance needs and assist others in making repairs as required. **E**

Turn lights on and off; unlock and lock doors and gates; raise and lower flags; report safety, sanitary and fire hazards as appropriate. **E**

Prepare cafeteria for lunch; assist in maintaining proper student behavior in cafeteria; clean and mop cafeteria after lunch. **E**

Maintain equipment and supplies in appropriate condition; maintain adequate stock of custodial supplies and equipment; order supplies and equipment as needed. **E**

Perform routine grounds keeping duties such as weeding, raking and watering lawns and gardens as required. **E**

Maintain routine records related to equipment, supplies and custodial activities as required. **E**

Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Proper methods, materials, tools and equipment used in custodial work.

Modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures.

Requirements of maintaining school buildings in a safe, clean and orderly condition.

Appropriate safety practices and procedures.

Principles and practices of providing work direction and guidance.

#### ABILITY TO:

Use cleaning materials, equipment and methods according to established procedures.

Apply knowledge of the schedules, procedures and use of equipment and supplies used

in custodial work.

Provide work direction and guidance to others.

Maintain tools and equipment assigned in appropriate condition.

Perform minor, non-technical repair.

Observe and report need for maintenance and repair.

Lift heavy objects.

Understand and follow oral and written directions.

Establish and maintain effective working relationships with others.

Meet schedules and time lines.

Maintain routine records.

Communicate effectively with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and two years increasingly responsible custodial experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.

Evening and variable hours.

Regular exposure to fumes, dust and odors.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Standing for extended periods.

Bending at the waist, kneeling or crouching.

Pushing and pulling cleaning equipment.

Lifting and moving furniture and equipment.

Climbing ladders.

Reaching overhead, above the shoulders and horizontally.

Dexterity of hands and fingers to operate custodial equipment.

**HAZARDS:**

Contact with cleaning agents and chemicals.

This job description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the general job elements. Incumbents may perform any combination of the essential functions shown.