

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

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

Classified application available @ www.orcutt-schools.net
Human Resources, Documents & Calendars, Application for Employment, Application for
Classified Employment

May 12, 2022

<u>POSITION</u>	Custodian, Night 8 hours per day/12months
<u>SALARY</u>	\$3,197 - \$4,079 per month
<u>QUALIFICATIONS</u>	See job description
<u>LICENSES & CERTIFICATES</u>	Valid CA Driver License and Proof of Insurance Current DMV printout to be submitted if selected
<u>TO APPLY:</u>	Submit an application (if one is not on file with the Human Resources Dept.) and/or letter of interest to Susan Salucci, Assistant Superintendent/Human Resources, at the above address.
<u>APPLICATION DEADLINE:</u>	May 19, 2022
<u>TESTING/INTERVIEWS:</u>	Applicants will be notified

It is the applicant's responsibility to confirm the receipt of their application by the Classified Human Resources Department. 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

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform routine custodial activities at an assigned school site or facility to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

REPRESENTATIVE DUTIES:

Perform routine custodial activities at an assigned school site or facility to maintain buildings and adjacent grounds areas in a clean, orderly and secure condition. *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. *E*

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

Perform minor non-technical repairs to fixtures; replace lights; clean and adjust shades and blinds; report other repairs and maintenance needs and assist others in making repairs as required. *E*

Turn lights on and off; unlock and lock doors and gates; patrol grounds checking doors, lights and gates; report safety, sanitary and fire hazards as appropriate. *E*

Operate a variety of custodial equipment, including a vacuum cleaner, floor stripper, steam cleaner, buffer and other equipment as assigned. *E*

Assist with grounds keeping duties as assigned.

Perform related duties as assigned.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods including basic methods of cleaning and preserving floors, chalkboards, carpets, furniture, walls and fixtures.
Cleaning materials, disinfectants and equipment used in custodial work.
Safe practices and work methods.

ABILITY TO:

Maintain school buildings in a safe, clean and orderly condition.
Utilize cleaning equipment and materials in a safe and efficient manner.
Operate a variety of custodial equipment, tools and supplies.
Meet schedules and time lines.
Understand and follow oral and written directions.
Lift heavy objects.
Work cooperatively with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.
Evening or variable hours.

PHYSICAL DEMANDS:

Standing for extended periods of time.
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.