

Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Facilities Manager
Classification:	Classified; CSEA bargaining Unit
Date Approved:	6/1983
Dates Revised:	6/11/1997; 6/13/2007, 10/27/16, 8/17/2016
Position Control:	#142215, 142217, Salary Schedule 2, Range 22, 12 Month Work Year

POSITION DESCRIPTION:

Under general supervision of designated supervisor, performs routine cleaning in a school plant and related work as required.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Works from a prepared work schedule, sweeps, scrubs, waxes, polishes and vacuums floors, rugs and carpets in school plant, cleans and dusts walls, furniture, woodwork and equipment
- Maintains supplies and sanitary conditions in restrooms and first aid room
- changes lamps
- Removes refuse from grounds; cleans walks and entrances; cleans and polishes metalwork; empties and cleans waste containers
- Removes graffiti
- Assists in moving and rearranging furniture
- Loads and unloads equipment and supplies
- Maintains custodial equipment
- Performed non-routine work upon request
- Reports safety, sanitary and fire hazards
- Assists in the complete cleaning of buildings during summer vacation
- Locks and unlocks windows and doors as assigned
- Arms and disarms security systems as assigned
- Confers with custodian or administrator regarding care and cleaning programs at the school plant end
- Ensures that rooms are set up for special events and needs
- Reports needed repair work to proper authorities
- Conducts frequent inspections of the school plant; insures safety standards
- Participates in minor maintenance projects and in the cleaning of the buildings during the summer month
- Maintains supplies and sanitary conditions in restrooms and first aid room; requisitions supplies and equipment as requested.

EMPLOYMENT STANDARDS

Knowledge of:

- Current cleaning methods and the use and care of cleaning materials and equipment
- CAL/OSHA Safety Regulations
- Tools and basic practices of custodial maintenance work

EMPLOYMENT STANDARDS (continued):

Ability to:

- Use cleaning materials and equipment with skill and efficiency
- Perform heavy physical labor
- Understand and carry out oral and written instructions
- Maintain cooperative relationships
- Operate and use forklift, floor dolly and hand truck
- Operate a variety of custodial equipment used in the cleaning of the plant
- Read and understand directions in use of chemicals and solutions

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Education and Credentials:

Completion of the eighth grade

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission statement, strategic directions, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature