

METROPOLITAN EDUCATION DISTRICT
Custodian/Delivery Driver/Receiving Clerk



Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Facilities Manager
Classification:	Classified; CSEA Bargaining Unit
Date(s) Approved:	2/14/1990; CSEA 10/2/15
Date(s) Revised:	6/11/1997, 6/13/2007, 10/14/15, 8/17/2016
Position Control:	#142214, Salary Schedule 2, Range 23, 12 Months

POSITION DESCRIPTION:

Under general supervision of designated supervisor, operates delivery van, fork lift and light truck; loads and unloads supplies, mail, and equipment; participate in the receipt, storage and distribution of materials, supplies, and equipment; performs routine cleaning work in a school plant; performs related work as required.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Operates delivery van, fork lift and light truck
- Delivers and picks up mail, parcels, materials, supplies, furniture, donations, and equipment to and from work related sites throughout the County in a timely manner; obtains signatures for receipt of items as required
- Keeps records of mileage, fuel and oil and reports driving hazards, incidents and truck condition
- 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; performs 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
- Receives, unpacks, and stores incoming supplies and equipment and checks for conformity to purchase orders/invoices/packing slips and any possible damages; reporting discrepancies
- Loads and unloads trucks
- Operates desktop computer and district's system software

EMPLOYMENT STANDARDS

Knowledge of:

- Operation and maintenance of vehicles
- Safe driving regulations
- Current cleaning methods and the use and care of cleaning materials and equipment
- Tools and basic practices of custodial maintenance work
- CAL/OSHA safety regulations
- Safety rules and precautions used in warehousing, lifting, and carrying
- Basic math

EMPLOYMENT STANDARDS

Ability to:

- Operate van, forklift, light truck, floor dolly and hand truck
- Understand and carry out oral and written instructions
- Keep accurate mileage records, read road maps and route instructions
- Maintain cooperative relationships
- Follow time schedules
- Use cleaning materials and equipment with skill and efficiency
- Perform heavy physical labor
- Safely operate a variety of warehouse tools and equipment including forklifts, floor dolly, pallet jacks, furniture dollies, and hand truck
- Operate a variety of custodial equipment used in the cleaning of the district facilities
- Be available for any shift assignment to meet the needs of the District
- Read and understand directions in use of chemicals and solutions
- Perform mathematical calculations using basic addition, subtraction, multiplication and division
- Learn basic computer skills
- Work at a pace appropriate for the given workload
- Meet the physical requirements necessary to successfully perform the required duties
- Establish and maintain effective work relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS:

Education and Credentials:

High school diploma or equivalent

License:

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

MINIMUM QUALIFICATIONS (continued):

Expectations:

The District places a high value on employees who are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic with a positive attitude and customer service approach with staff. Employees are expected to understand and support the District's mission, strategic objectives, 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, carry, and/or push objects weighing up to 25 pounds and move and transport materials weighing up to 35 pounds

Date: _____

Signed: _____
Employee Signature