

CALIFORNIA MILITARY INSTITUTE

Board approved: 6/16/10

Salary Schedule: 281; Row 3

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: CUSTODIAN

JOB PURPOSE STATEMENT: To maintain an attractive, safe and sanitary facility; provide adequate arrangements for meeting, classroom activities and events; and minimize property damage, loss and/or liability exposure.

JOB FUNCTIONS:

- Confers with administration regarding the care of facilities and cleaning programs at the site.
- Cleans school facilities including, but not limited to, classroom, restrooms, offices, multipurpose room, and grounds, for the maintenance of an attractive, safe and sanitary environment.
- Arranges furnishings and equipment in preparation for meetings and events.
- Informs other site personnel regarding planned activities and safety issues or concerns.
- Identifies, mitigates (where possible or practical) and reports all safety issues to school administrators.
- Properly uses cleaning agents, supplies and equipment in a safe manner and performs basic math calculations to insure accurate dilution of cleaning agents and solutions.
- Knows and uses proper methods in the use of cleaning materials, equipment and supplies.
- Knows the principles of and practices work place safety.
- Reports instances where furniture or equipment is in need of repair and ensures availability of items as needed to maintain the site in proper condition.
- Cleans and makes minor repairs to custodial, maintenance and other miscellaneous equipment assigned to the school.
- Assists in reporting and preventing vandalism.

JOB FUNCTIONS – continued

- Assists in receiving and distributing supplies and equipment to ensure that appropriate personnel receive necessary supplies and equipment.
- Secures the facility and grounds to minimize property damage, loss and liability and ensuring safety at the work site.
- Performs occasional routine grounds/facilities maintenance functions.
- Works collaboratively with other custodians, maintenance and operations personnel and all staff members of the California Military Institute or Perris Union High School District.
- Maintains a pleasant appearance and demeanor.
- Is able to work alone during evening hours.
- Performs other related duties as assigned or needed.

PHYSICAL ABILITIES:

- Visual ability to read handwritten/typed documents and instruction
- Able to conduct verbal conversation in English
- Able to hear the normal range of verbal communication (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, lift (50 pounds), carry (50 pounds), climb and walk
- Able to sustain manual labor for up to 8 hours
- Able to exhibit a full range of motion for shoulders, elbows, back, hips and knees
- Able to use respirators, for personal protection, as necessary
- Able to work at various elevated heights and in restricted spaces in a safe and effective manner
- Able to demonstrate manual dexterity sufficient to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- High School diploma or General Education Diploma (G.E.D.)

Experience:

- One year of prior job related experience in a school or institutional setting is desirable
- Prior military experience is preferred

Licenses, Certifications, Bonding, and/or Testing

- Physical Examination Clearance
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance
- Valid California Driver's License

EMPLOYMENT STATUS:

- Classified Non-Union Position